



Shaping Tomorrow's
Built Environment Today

MINUTES

SOCIETY RULES COMMITTEE MEETING

**New York Hilton Hotel
New York, New York**

**January 21, 2014
2:30 – 5:00 pm**

Note: Approved by Society Rules Committee on May 13, 2014

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January 21, 2014

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PRINCIPAL MOTIONS
Society Rules Committee Minutes
January 21, 2014

<u>No.- Page</u>	<u>Motion</u>
2 – 4	SRC's changes to ROB 2.105.002 as shown in SRC-2013-ROB-005-068 be sent to the College of Fellows for review.
3 - 5	that SRC's recommended changes made to the Student Branch Advisor dues rule (SRC-2013-ROB-010-01) be added to the log.
4 - 6	that SRC recommend to the Board of Directors that ROB 1.201.025 be modified as shown in SRC-2014-ROB-012-02.

ACTION ITEMS
Society Rules Committee
January 21, 2014

<u>No. - Pg.</u>	<u>Responsibility</u>	<u>Summary</u>	<u>Status</u>
1 - 1	Giesler	Post Nominating Committee MOP documents to the SRC ftp site.	_____
2 - 1	Graef	Get ECC MOP changes back from ECC and send to PEC.	<u>Ongoing</u>
3 - 2	Bushby	Review the revisions to the SRC MOP and bring back to SRC.	<u>Ongoing</u>
4 - 4	Culp	Convey SRC-2013-ROB-005-08 to the College of Fellows as an SRC recommendation and inform them that SRC would review their MOP when it becomes available.	_____
5 - 5	Graef/Townsend	Update the organization chart on the ASHRAE web site to agree with the COF reporting structure.	_____
6 - 5	Brandemuehl /Graef	Review the rules of the board and make appropriate recommendations to better harmonize appointing consultants to committees.	_____
7 - 5	Mescher	Report back to SRC when a final decision on recommended changes to SRC-2013-ROB-007-02 is received from Members Council.	_____
8 - 5	Brandemuehl	Consult with Technology Council about revisions that should be made to their reference manual and MOP to be consistent with the proposed rule changes regarding Position Statements (SRC-2013-ROB-008-02).	_____
9 - 5	Pettway	Mr. Pettway agreed to add SRC's recommended changes to Position Statements (SRC-2013-ROB-008-02) to the Executive Committee agenda for clarification and review.	_____
10 - 5	Townsend	Add SRC's recommended changes made to the Student Branch Advisor dues rule (SRC-2013-ROB-010-01) to the log.	_____
11 - 5	Bushby	SRC has sent this recommendation to Members Council and will await their response. (SRC-2014-ROB-011-01).	_____
12 - 6	Townsend	Add the correction to the Business Card error (SRC-2014-ROB-012-01) to the log	_____
13 - 6	Graef	Send title correction in Volume 1-4 to Mary Townsend	_____
14 - 6	Townsend	Attach the 2012-13 SRC Log to the SRC Report to the BOD	_____
15 - 6	Graef	Make revisions to the Publishing and Education Council Proposal (1.201.009 ASHRAE Commercialism Policy) report and send them to Mrs. Harr	_____

MINUTES

SOCIETY RULES COMMITTEE MEETING

New York Hilton Hotel

New York, New York

Tuesday, January 21, 2014

2:30 – 5:00 PM

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

STAFF PRESENT: Mary Dean Townsend
Claire I. Neme

GUESTS PRESENT: Erich Binder, Technology Council Member
Kenneth Cooper
Chris Delgado
Patricia Graef
Dan Pettway
David Underwood
Michael Woodford

CALL TO ORDER

Chair Bushby called the meeting to order at 2:36 pm on Tuesday, January 21, 2014. Members, staff and guests attended as listed above. A quorum was present.

REVIEW OF AGENDA

Chair Bushby announced that a new agenda item will be added as item 6G. Publishing and Education Council Proposal for SRC review. All were in agreement with this agenda change.

Mr. Bushby requested that Art Giesler take an action item to post the Nominating Committee MOP documents on the SRC ftp site. Mr. Giesler agreed.

AI 1

APPROVAL OF MINUTES

Mr. Bushby called for approval of the October 29, 2013 SRC conference call minutes. Mr. Brandemuehl made the motion and it was seconded

- (1) that the minutes of the October 29, 2013 Society Rules Committee conference call be approved as presented.

MOTION 1 PASSED (4-0-0-CNV) Mr. Gullede abstained from voting.

REVIEW OF ACTION ITEMS

2 - 1 Graef Ongoing. Get ECC MOP changes back from ECC and send to PEC.

AI 2

9 – 2 Bushby Ongoing. Review the revisions to the SRC MOP and bring back to SRC.

AI 3

UNFINISHED BUSINESS

College of Fellows ROB Proposal (SRC-2013-ROB-005-06) (Attachment A)

The proposed rule changes for the College of Fellows (COF) were discussed and modified to achieve a consensus on proposal SRC-2013-ROB-005-08

The College of Fellows recommends to the BOD changes to 2.105 Organizational / Staff as indicated below.

Background: The College of Fellows (COF) has been a separate non-profit entity for historical reasons and is now to be transferred into ASHRAE. This will enable ASHRAE to integrate many of the activities and benefits the COF performs. The COF will also have the ability to raise funds to assist ASHRAE to increase membership, provide expertise when needed, to provide mentoring to students and young members, to share knowledge and experience with chapters and other grassroots organizations, to communicate ASHRAE practices to resolve issues within the HVAC/R industry, and to support ASHRAE in conducting special technical activities.

2.105 ORGANIZATIONAL / STAFF

2.105.001 Standing Bodies

(10-01-27-01/11-06-26-21C/12-10-26-13)

The standing bodies of the Society are the Board of Directors and those listed in the table below:

<u>Standing Body</u>	<u>Authorized Number of Meetings per Year</u>	<u>Reporting To</u>
Members Council*	4	Board of Directors
Publishing & Education Council	4	Board of Directors
Technology Council	4	Board of Directors
Advocacy	4	Board of Directors
College of Fellows (COF)**	2	Executive Committee
Building Energy Quotient	4	Executive Committee
Certification	4	Publishing & Education Council
Chapter Technology Transfer	2	Members Council
Chapters Regional	1	Members Council
Conferences and Expositions	2	Publishing & Education Council
Electronic Communications	3	Technology Council
Environmental Health	4	Board of Directors
Executive*	4	Board of Directors
Finance*	4	Members Council
Grassroots Government Activities	2	Publishing & Education Council

Handbook	3	Publishing & Education Council
Historical	2	Members Council
Honors and Awards	2	Executive Committee
Joint Exposition Policy	2	Members Council
Membership Promotion	3	Board of Directors
Nominating*	2	Board of Directors
Planning	4	Executive Committee
President-Elect Advisory	4	Publishing & Education Council
Professional Development	4	Publishing & Education Council
Publications	4	Technology Council
Refrigeration	2	Technology Council
Research Administration*	4	Members Council
Research Promotion	2	Board of Directors
Society Rules	4	Technology Council
Standards*	4	Members Council
Student Activities	2	Technology Council
Technical Activities*	4	Members Council
Young Engineers in	2	
ASHRAE		

*Given specific authority or duties by Bylaws or other rules of the Board

****COF positions are not eligible for travel or transportation reimbursement from ASHRAE for attendance at meetings.**

2.105.002 Manual of Procedures and Reference Manual (07-01-31-25/10-03-04-05)

Each standing body is required to keep and annually review a Manual of Procedures and Reference Manual for its members and the conduct of its operations. The following definitions are approved.

2.105.002.1 Manual of Procedures. A Manual of Procedures (MOP) describes mandatory operational rules and interpretations of policy that a standing body must operate under to achieve their assigned responsibilities. It is designed to complement the rules by providing methods and procedures under which to operate. It is the responsibility of the approving body to determine what requirements should be in a MOP and which can be included in a Reference Manual.

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.

2.105.002.3 Reference Manual. A reference manual describes the detailed procedures under which a committee or council operates. Reference manuals are under the sole control of the body to which they apply and are intended to record standard operating procedures and other forms on institutional memory.

2.105.003 Foundation

(91-06-27-13)

An ASHRAE Foundation shall be established to develop endowments for ASHRAE programs.

2.105.004 Endowments (93-07-01-17B)

All existing endowments shall be consolidated under the ASHRAE Foundation with no change in how the endowments are administered effective with the 1994-95 Society year.

2.105.005 Foundation Trustees (94-01-23-18)

The Board of Directors approves the election procedures for ASHRAE Foundation Trustees. (Procedures are in ROB Volume 3, Election and Appointment Procedures.)

2.105.006 Contributions to the Foundation (95-02-01-29)

The Board of Directors approves the concept of making cash contributions to the ASHRAE Foundation in exchange for in-kind services the Foundation accepts from contributors for Society budgeted and approved expenditures in accordance with conditions specified by Jones and Kolb, ASHRAE's accountants, in their letter of October 26, 1994 to Mr. Bob Peach (copy in Attachment B of ExCom report).

2.105.007 Trustee Liability (95-02-01-30)

The Society shall provide Trustee liability coverage under its Directors and Officers Liability policy.

2.105.008 Trustee Membership (98-01-18-13)

In accordance with the bylaws of the ASHRAE Foundation, the ASHRAE Board of Directors shall fix the number of members on the Foundation Board of Trustees as being the number of members elected by the ASHRAE Board of Directors.

2.105.009 College of Fellows (97-01-30-39)

ASHRAE shall establish a College of Fellows to improve the status of Fellows and their activity in the Society. **The College of Fellows shall report directly to the ASHRAE Ex-Com.**

2.105.009.1 Scope and Purpose

The College of Fellows shall perform services to increase ASHRAE and ASHRAE Fellow membership, to provide expertise when needed, to mentor students and young members, to share knowledge and experience with chapters and other grassroots organizations, to communicate ASHRAE practices and resolve issues within the HVAC/R industry, and to support ASHRAE in conducting special technical activities.

2.105.009.2 Membership

Newly elected Fellows shall become members of the College of Fellows effective on the date that they are elevated to the rank of ASHRAE Fellow. The COF Executive Committee (COF-ExCom) shall be comprised of the COF President, the COF President Elect, the COF Treasurer, the COF Secretary and the COF Immediate Past President.

Mr. Giesler made the motion and it was seconded

SRC's changes to ROB 2.105.002 as shown in SRC-2013-ROB-005-08 be sent to the College of Fellows for review.

MOTION 2 PASSED (5-0-0-CNV)

Mr. Culp was asked to convey SRC-2013-ROB-005-08 to the College of Fellows as an SRC recommendation and inform them that SRC would review their MOP when it becomes available.

Mrs. Townsend and Mrs. Graef were asked to update the organization chart on the ASHRAE web site to agree with the COF reporting structure.

AI 5

Appointing Consultants (SRC-2013-ROB-006-01) – (Attachment B)

Mr. Brandemuehl and Mrs. Graef agreed to take an action item to review the rules of the board and make appropriate recommendations to better harmonize appointing consultants to committees.

AI 6

Members Council ROB Changes (SRC-2013-ROB-007-01) –(Attachment C)

Mr. Mescher reported that this item was discussed by SRC and sent to Members Council. SRC is awaiting a final decision on SRC's recommendations from Members Council. Once a decision is made, a letter ballot will be prepared.

AI 7

NEW BUSINESS

Position Statements (SRC-2013-ROB-008-02) - (Attachment D)

Mr. Bushby reported that a request was made by Members Council for SRC to review the wording for regional vice chair (sub-regional chair). Some recommendations from SRC are that references to sub-region chair such as "SRC" should be spelled out. Also, clauses should be reorganized and renumbered in three categories:

1. General accounting
2. Areas with chapters
3. Report of members and responsibilities of sub regions without chapters.

The chart in their Reference Manual will also need to be modified. Mr. Brandemuehl agreed to rewrite it; and also to consult with Technology Council about revisions that should be made to their MOP.

AI 8

Mr. Pettway agreed to add these recommended changes to the Executive Committee agenda for clarification and review.

AI 9

Dues for Student Branch Advisors (SRC-2013-ROB-010-01) – (Attachment E)

A motion was made by Mr. Giesler and seconded

that SRC's recommended changes made to the Student Branch Advisor dues rule (ROB-010-01) be added to the log.

MOTION 3 PASSED (5-0-0-CNV)

Staff was asked to add SRC's recommended changes made to the Student Branch Advisor dues rule (SRC-2013-ROB-010-01) to the log.

AI 10

Members Council Excom (ROB 011-01) – (Attachment F)

Mr. Bushby reported on a request from Members Council to review a proposed change to ROB 2.301.009. Attachment F documents the SRC recommendation to Members Council. SRC will await their response.

AI 11

Business Card Error – (SRC-2014-ROB-012-02) – (Attachment G)

Mr. Bushby reported that when the BOD approved a new policy on the use of business cards the entire recommended policy was not approved because of a cut and past error that resulted in a portion of the recommendation being omitted from the documentation. Document SRC-2014-ROB-012-02 (Attachment G) is an attempt to correct this oversight.

Mr. Gullede made the motion and it was seconded

that SRC recommend to the Board of Directors that ROB 1.201.025 be modified as shown in SRC-2014-ROB-012-02.

MOTION 4 PASSED (5-0-0-CNV)

Add the correction to the Business Card error (SRC-2014-ROB-012-01) to the log

AI 12

Review ROB Volumes 1-4 –(See link below posted on the ASHRAE.ORG web site)
<https://www.ashrae.org/File%20Library/docLib/ROB/Rules-of-the-Board---Volumes-1-thru-4.pdf>

Mrs. Graef reported there was a title correction needed in one ROB volume and she will send the change to Mrs. Townsend to make the correction.

AI 13

Review of 2012-13 SRC Log – (Attachment H)

Mrs. Townsend was requested and agreed to attach the 2012-13 SRC Log to the SRC Report to the BOD

AI 14

Publishing and Education Council Proposal (1.201.009 ASHRAE Commercialism Policy) - (Attachment I)

Mr. Bushby reported this item was recently added to the agenda as a result of a request for SRC to review from Julie Harr.

Mrs. Graef agreed to make revisions to the report and send them to Mrs. Harr.

AI 15

2013-14 COMMITTEE OBJECTIVES - STATUS REPORT

Objective	Fiscal Impact	Responsibility	Status
1. Conduct a complete audit of ROB and log revisions	none	Graef/Townsend	complete
2. Develop a process to ensure follow through on all ROB changes.	none	Bushby	complete
3. Update the SRC (& council liaison) training session conducted last year.	none	Mescher	Asked Pat and Kirk to draft an agenda; have conference call with Steve to organize training in February.
4. SRC Image Improvement – Create a “SRC Tips List” to help standing committees and council understand how to work with SRC.	none	Brandemuehl	Mr. Brandemuehl is working on it and agreed to have it ready to include with training materials. Council chairs will be asked to attend the training.
5. Establish an electronic repository of SRC records	none	Bushby/Townsend	complete
6. Review SRC and council MOPs	none	Culp/Liaisons	ongoing
7. Develop MOP style guide	none	Mescher	ongoing

NEXT MEETING

The next SRC meeting will be a conference call will be scheduled in February, 2014. A Doodle poll will be sent to SRC members by staff.

ADJOURNMENT

The meeting adjourned at 4:45 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Dean Townsend".

Mary Dean Townsend, Secretary

- Attachments:
- A. College of Fellows ROB Proposal
 - B. Appointing Consultants
 - C. Members Council ROB Changes
 - D. Position Statements
 - E. Dues for Student Branch Advisors
 - F. Members Council ExCom
 - G. Business Card Error
 - H. Review of 2012-13 SRC Log
 - I. PubEd Council Proposal-1.201.009 Commercialism Policy

cc: Board of Directors
Staff Directors

Background: The following information was provided by staff regarding a request from the BOD to add rules for the COF. SRC's task is to find the best home (probably in Volume 2), review the language making any necessary changes, and makes a formal recommendation to adopt the new rules to the BOD.

Hi, Steve.

As you are aware, ASHRAE's Board of Directors and the College of Fellows (COF) agreed to bring COF under the ASHRAE "umbrella." (The primary reason for this change has to do with fundraising and tax exempt status.) Attached to this message are two documents related to these efforts:

- Proposed Society Organization/Structure Chart to provide some "context"*
- DRAFT Rules of the Board (ROB) for COF, as approved by current COF leadership

Before these documents are provided to Society's Executive Committee, they are provided to you for SRC review.

Notes

- The documents assume that COF will report directly to Society's Board of Directors and will operate as a semi-independent body within the ASHRAE structure.
- The DRAFT ROB was created to outline how COF might operate and is based in large part on existing COF documents, with the intent of retaining as many of the current provisions as possible while conforming COF to the ASHRAE structure.

Please let Cindy and me know if you have any questions or if you need additional information.

Thanks!
Joyce

Revision 2 includes changes proposed by the COF as provided by Joyce on 1/8/2014

Revision 3 reflects a change in thinking that involves splitting this into two separate actions. A ROB change and the creation of a COF MOP. The proposed ROB change is in this document. The proposed MOP will be processed as a separate document/action.

Revision 4 contains minor editorial corrections and formats the proposed language to insert with an underline.

Revision 5 reflects the addition of background information edited from something provided by Ken Cooper and a revision to the Objectives language.

The College of Fellows recommends to the BOD changes to 2.105 Organizational / Staff as indicated below.

Background: In 2009, the College of Fellows began a project (Travel Awards) to support attendance at two consecutive ASHRAE meetings for aspiring young professional college instructors interested in fields of study related to ASHRAE’s area of expertise. Since this endeavor requires continual funding to support the awards, the College started having an annual fund raiser. It was brought to our attention by ASHRAE Staff that fund raising laws were changing and, as an independent corporation, we would be required to register with every state at significant cost to the College. It was suggested that the College reorganize as an official ASHRAE committee reporting directly to the Board of Directors, thus enabling the College to raise money under the auspices of the Society at no additional cost to anyone. The requested ROB change is part of the process to implement that strategy.

Following approval by the ASHRAE board, the College will assign a committee to complete the required MOP and other documents.

2.105 ORGANIZATIONAL / STAFF

2.105.001 Standing Bodies

(10-01-27-01/11-06-26-21C/12-10-26-13)

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Conferences and Expositions	2	Members Council
Electronic Communications	3	Publishing & Education Council
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Executive*	4	Board of Directors
Finance*	4	Board of Directors
Grassroots Government Activities Handbook	2	Members Council
	3	Publishing & Education Council
Historical	2	Publishing & Education Council
Honors and Awards	2	Members Council
Joint Exposition Policy	2	Executive Committee
Membership Promotion	3	Members Council
Nominating*	2	Board of Directors
Planning	4	Board of Directors
President-Elect Advisory	4	Executive Committee
Professional Development	4	Publishing & Education Council
Publications	4	Publishing & Education Council
Refrigeration	2	Technology Council
Research Administration*	4	Technology Council
Research Promotion	2	Members Council
Society Rules	4	Board of Directors
Standards*	4	Technology Council
Student Activities	2	Members Council
Technical Activities*	4	Technology Council
Young Engineers in ASHRAE	2	Members Council

*Given specific authority or duties by Bylaws or other rules of the Board

2.105.002 Manual of Procedures and Reference Manual

(07-01-31-25/10-03-04-05)

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An ASHRAE Foundation shall be established to develop endowments for ASHRAE programs.

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All existing endowments shall be consolidated under the ASHRAE Foundation with no change in how the endowments are administered effective with the 1994-95 Society year.

2.105.005 Foundation Trustees

(94-01-23-18)

The Board of Directors approves the election procedures for ASHRAE Foundation Trustees. (Procedures are in ROB Volume 3, Election and Appointment Procedures.)

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(95-02-01-29)

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2.105.007 Trustee Liability

(95-02-01-30)

The Society shall provide Trustee liability coverage under its Directors and Officers Liability policy.

2.105.008 Trustee Membership

(98-01-18-13)

In accordance with the bylaws of the ASHRAE Foundation, the ASHRAE Board of Directors shall fix the number of members on the Foundation Board of Trustees as being the number of members elected by the ASHRAE Board of Directors.

2.105.009 College of Fellows

(97-01-30-39)

ASHRAE shall establish a College of Fellows to improve the status of Fellows and their activity in the Society. The College of Fellows shall report directly to the ASHRAE Board of Directors

2.105.009.1 Objectives

The College of Fellows shall:

- A. Serve as ambassadors to enhance ASHRAE's technical image internally and in the community at large through activities such as transferring ASHRAE-generated technology and knowledge
- B. Mentor students, engineers, and educators to increase their awareness of ASHRAE activities
- C. Share knowledge or experience with the grassroots organization, such as chapter presentations
- D. Communicate ASHRAE recommended practices to resolve current industry problems
- E. Support ASHRAE governance in conducting special technical activities

The College of Fellows shall raise funds for scholarships and help mentor new members. Additionally, the group shall assist in the development of new methods of increasing the number of proposed Fellow applicants and serve as ambassadors to enhance ASHRAE's technical image.

2.105.009.1 Membership

Each person who is a Fellow of ASHRAE and is in good standing in the Society shall have the status of member in the College of Fellows.

2.105.009.2 Operation

The College of Fellows shall establish and maintain a manual of procedures and optionally a reference manual in accordance with ROB 2.105.002

9/9/2013 email from Tom Werkema

The recent passing of Don Siller has created an interesting dialog related to Committee Consultants. That dialog between Bill, Kent Anderson and me suggested we are not consistent with the way Consultants are addressed in various MOPs.

This has led to a potential project for SRC to try to standardize the rules as they relate to Committee Consultants. But the starting point is to assess what rules we currently have and what Committee Consultants currently exist. For instance, CTTC has 3 consultants now, and I think their terms are 3 years, but subject to Presidential appointment each year. RefCom has at least one consultant, but that term may not be defined.

So the ask is to: 1) determine what Committee Consultants are currently supported by ASHRAE
2. List relevant terms, if any, and any other defining characteristics

Then, based on this data for SRC to make a recommendation on Consultant terms, appointments, duties, etc - with specific MOP language that could then be consistently adopted into Committee MOPs.

I think the first step would be for Mary to assemble the data she has since, I believe, all Consultants are appointed by the President. The next step, to determine terms and conditions, might require examining each relevant committee MOP.

This is independent of the concept of liaisons from committees to other committees, which can be appointed at the discretion of the chair.

I'm involved since at least some of these committees report to Tech Council - Ref Com and EHC come to mind immediately.

Obviously, let me know if this makes sense for SRC. We saw it as a cross ASHRAE issue that is not consistently applied today. In fact, we suspect there are consultants who believe they have a lifetime commitment!!!

Tom

Tom,

I have been out of the country and I am still digging out from the e-mail backlog. Before we get too deeply into this I want to understand what problem we have that you think needs a solution. I did not review all of the MOPs but I did do a search for "consultant" in the January 2013 ROB. This is where the membership of standing committees are documented.

I find two types of use for consultants. In many cases there are specifically named individuals who are identified by their position to be a consultant to a committee. These are carefully crafted to provide a critical resource and to facilitate interaction between ASHRAE bodies that was deemed to be important to the task of the committee. The other kind of consultant is more ad-hoc. The committee is authorized to have one or more consultants as needed. Standards and RAC are examples of this later kind. It doesn't appear to me that a "one size fits all" approach makes any sense.

What inconsistency did you uncover that prompted a concern? Let's talk about that and then figure out any next steps that might be needed. Feel free to give me a call if that is the easiest way to work this out.

Best regards,
Steve

Members Council Motions October 5-6, 2013 Fall Meeting

Background: Hi Steve – during the Members Council fall meeting in October, the council approved the attached three motions for revisions to ROB 3.970, Region-At-Large Sub-Region Chair Qualifications and Responsibilities. Could SRC review the motions and let me know if they are okay to present to the BOD in New York? Also, since the three motions involve the same section, do you think they can be merged into one motion or should it remain as three motions? I look forward to hearing from you, if you have any questions, please let me know. Thank you.

Best regards,

Vickie

Vickie Grant, Manager of Region Activities
ASHRAE
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Revision 2 – The proposal was reviewed by Bushby, Mescher, Gielser, and Graef. All agreed that if there is a Board motion there should be only one. The point of the exercise seems to be clarification rather than a change in qualifications or responsibilities. Since the request included renumbering to better organize the information the SRC team has suggested a more radical rearrangement to achieve that goal. The review team is of the opinion that this could be handled as a log change rather than a BOD motion because there is no policy change included. This would need to be deliberated by the entire SRC. The SRC proposal for the revised ROB is below.

3.970 Region-At-Large Sub-Region Chair Qualifications and Responsibilities (02-06-26-9B/02-06-26-10B/03-01-30-39A/09-01-28-05/09-06-24-13C/10-01-27-SRC)

3.970.001 Qualifications

The Sub-Region Chairs (~~SRC~~) shall be members of the Society in good standing and shall have held Member grade for 3 years prior to the start of the terms.

3.970.002 Term of Service

Service as a Sub-Region Chair is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

3.970.003 Responsibilities

The Sub-Region Chairs assist the DRC in the management of activities within their sub-regions as follows:

3.970.003.1 General Activities

- A. ~~3.970.003.4~~ Promote the growth of ASHRAE membership within their sub-regions and assist in the formation of new sections and chapters and promote meetings with intersociety groups where required to meet member needs.
- B. ~~3.970.003.3~~ Communicate with all Society members in their respective sub-region relative to what ASHRAE products, services, and activities are available to these members and non-members and encourage members to participate in Society meetings.
- C. ~~3.970.003.4~~ Seek nominations of suitably qualified members for the positions of regional officers and for Society and regional honors and awards.
- D. ~~3.970.003.7~~ Provide the DRC with a copy of principal correspondence sent to ASHRAE members in their respective sub-regions.
- E. ~~3.970.003.12~~ Coordinate activities and liaison with other related societies and organizations located in their respective sub-regions
- F. ~~3.970.003.10~~ Assist the DRC and RVCs with preparation and training.
- G. ~~3.970.003.11~~ Attend regional meetings. (~~SRCs~~ Sub-Region Chairs shall be reimbursed for authorized transportation expense. The DRC may authorize transportation reimbursement in accordance to Appendix HH of the Manual for Chapter Operations.)
- H. ~~3.970.003.13~~ Assist in the dissemination of pertinent information distributed by Society to sub-region members and potential members.
- I. ~~3.970.003.14~~ Help promote ASHRAE activities within their sub-regions.

3.970.003.2 Activities for Areas with Chapters

- A. ~~3.970.003.8~~ Submit a written report covering their visits, activities, potential sections or chapters, etc., prior to each CRC.

~~3.970.003.9 For sub-regions with chapters, the DRC and Regional Vice Chairs (RVCs) provide direction and support to the chapters:~~

~~A.—Assist in providing pertinent objectives for and monitor the operation of chapters~~

~~B.—Assure that the chapters adhere to the requirements of the Society Bylaws and their operations are carried on to advance the purpose of the Society.~~

B. Assist, the DRC and Regional Vice Chairs (RVCs) in providing direction and support to the chapters, monitoring the operation of chapters, and assuring that the chapters adhere to the requirements of the Society Bylaws and their operations are carried on to advance the purpose of the Society.

3.970.003.3 Representation of Members in Their Respective Sub-regions Not Assigned to Chapters

- A. ~~3.970.003.2~~ Identify opportunities for meetings of ASHRAE members for those who do not belong to chapters in their sub-regions and, when appropriate, make recommendations for meetings within their sub-regions. A Sub-Region Chair may seek the help and support of RVCs in their respective fields in carrying out activities for members who do not belong to a chapter.

- B. ~~3.970.003.5~~** Represent the members in their respective sub-regions not assigned to chapters at the Region-At-Large business session (motions) and caucus/executive session (nominations) of the CRC.
- C. ~~3.970.003.6~~** Submit a proposed plan of annual activity for members in the sub-region not assigned to chapters for the ensuing Society year at the annual Region-At-Large Planning Meeting.

For SRC Review:

(SRC-2013-ROB-008-02-Position Documents)

President Bahnfleth requested that SRC reviews this section of the ROB and clarifies if “changes” includes “title, purpose and scope.”

Wording included in the Tech Council MOP says the TPS goes to Executive Committee first.

1.300.002 Initiation: Any ASHRAE officer, member, committee or council, or any responsible outside entity may suggest issues for which an ASHRAE Position Document or Public Policy Issue Brief should be developed or may suggest whether existing ASHRAE documents should be revised, withdrawn, or rescinded. Requests should be sent to the Technology Council chair for consideration. Position Documents and Public Policy Issue Briefs are produced using the procedures and forms located in the Technology Council MOP. Position Documents are evaluated by Technology Council at intervals not to exceed 30 months.

1.300.003 Approval

1.300.003.1 Technology Council recommends Position Documents including changes, to the Board of Directors for approval.

1.300.003.2 Technology Council approves re-affirmation or withdrawal of Position Documents and reports to the Board of Directors for information.

1.300.003.3 The Board of Directors acts on Technology Council recommendations of active Position Documents (new ones under development and existing ones under revision).

1.300.003.4 Public Policy Issue Briefs shall be approved by ExCom with information copies forwarded to the Board of Directors and Technology Council.

A second request subsequently received from Tom Werkema on behalf of the BOD was received and originally listed in our records as SRC-2013-ROB-009-01. Investigation revealed that these are actually the same request. The clarifying information from Tom is below. Document SRC-2013-ROB-009-01 will be closed.

From: Tom Werkema [<mailto:tomwerkemajr@gmail.com>]

Sent: Tuesday, December 17, 2013 1:58 PM

To: Neme, Claire; Kirk Mescher

Cc: Townsend, Mary; Bjarne Olesen

Subject: [POSSIBLE SPAM]

Importance: Low

The BOD Minutes from Nov 7-8 note an action item for SRC and me (AI 20-8) related to the process for approval of Position Documents. The Tech Council MOP has one method and the ROB's have another.

I'd like to have SRC concur with the current actual procedures. We can then change both MOP and ROB if necessary. Claire - I don't have Steve's email so would you forward to him?

Current procedure

1. Cognizant Committee writes TPS
2. Tech Council, ExCom approve TPS, sends to Board for information
3. Cognizant Comm nominates PD Comm Chair - Chair approved by Tech Council, with info to ExCom
4. Chair forms Committee - approved by Tech Council and ExCom
5. Committee completes PD and submits to Doc Review Sub Comm of Tech Council. Approval means they forward to Tech Council for vote. Simultaneously, the document is circulated to ExCom
6. After Tech Council approval, forwarded to Board for vote.

The Board ultimately owns the Final PD so it needs to be approved by the Board. But the confusion today is the Board role for all the interim steps - approval of TPS, Chair, Committee. Functionally, the only thing now going to Board is the TPS with the rest being approved by Tech Council and ExCom.

I've copied Bjarne as well, since he Chairs DRSC. The confusion was evident with the Legionellosis PD, where we sent everything to the Board to make sure.

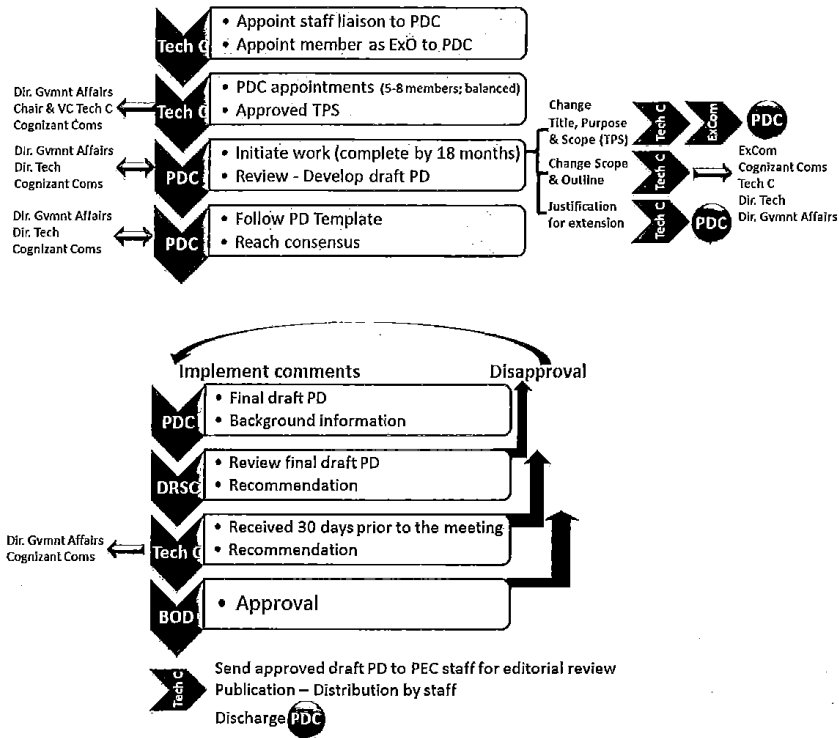
Could SRC please discuss and provide guidance to both Tech Council as well as examine the ROB to see if we need to make changes?

Tom

Tech Council Reference Manual excerpt...

Attachment E.2

Position Document Development Flow Chart



- Abbreviations
- Dir. Gvment Affairs: Director of Government Affairs
 - Dir. Tech: Director of Technology
 - DRSC: Document Review Subcommittee
 - ExCom: BOD Executive Committee
 - PD: Position Document
 - PDC: Position Document Committee
 - PEC: Publishing and Education Council
 - Tech C: Technology Council
 - TPS: Title, Purpose and Scope of Position Document (Attachment B)

Background: While implementing changes in response to a BOD motion setting dues, it was noted that the handling of dues for Student Branch Advisors is confusing because it is in a separate section. This is a proposed change for clarification and to co-locate all of the dues information in a single place.

3.200 DUES, FEES, PRIVILEGES

3.200.001 Society Dues

Society dues shall be:

Honorary Member	Exempt
Presidential Member	Exempt
Fellow	\$196.00*
Life Member	Exempt
Life Associate Member	Exempt
Member	\$196.00*
Associate Member	\$196.00*
Affiliate Member	\$52.00 (Year 1), \$72.00 (Year 2), \$93.00 (Year 3)**
Student Member	\$20.00
<u>Student Branch Advisor</u>	<u>\$20.00</u>
Retiree Member	\$25.00

- * \$90.00 per year for Fellow, Member, and Associate Member grades for individuals who reside in countries listed in low-income and lower-middle-income groups of the World Bank List of Economies.
- ** After three years as an Affiliate Member, the Affiliate Member will become an Associate Member and will pay Associate Member dues.

(83-01-26-17/87-01-18-02/90-02-11-4C/91-01-24-81B/93-01-24-16/94-06-30-19/96-02-18-03/97-01-29-32/99-01-24-16/01-02-01-8E/04-01-25-8C/04-01-25-9B/04-01-28-35/06-01-25-09/07-01-28-03/08-01-23-04/09-01-28-07/09-06-21-02/10-01-24-05/12-10-26-06/13-01-27-04)

3.200.002 Distribution of Membership Dues 91-06-23-31

Two percent of the membership dues shall be distributed to the research fund.

3.200.003 Presidential Members 65-07-04-22

Presidential Members shall be exempt from the payment of dues and shall receive all privileges of dues-paying members, including receipt of the *ASHRAE Handbook*.

3.200.004 Dues-Exempt Members 67-01-29-35/79-06-27-47

Members of the Society who are dues exempt because of 30 years' membership and have attained the age of 65 years receive copies of the *ASHRAE Handbook*.

3.200.005 Retiree Status 65-01-24-05/79-01-31-17/81-07-02-25/ 82-01-27-05/87-07-02-45/95-02-01-12

In order to be classified as a Retired Member, a member must be retired from active participation in business, shall have completed 10 years of membership in the Society, and be at least 55 years of age.

Members holding 'Retiree Status' shall retain all privileges of current grade, and shall receive all publications regularly sent to the members of his/her grade except the *ASHRAE Handbook*.

3.200.006 Life Members

91-06-23-22

Life Members shall be given the opportunity to make a voluntary contribution each year of \$20.00 to cover the cost of mailings to Life Members.

3.200.007 Student Member Transfer

76-02-04-15/04-06-30-10/05-02-09-21

An ASHRAE Student Member who transfers to Associate Member or Member status during the first year after graduation shall pay dues on the following schedule and shall be entitled to all the rights and privileges of the new membership grade:

- | | |
|--|---|
| 1. First Year after Graduation | Current Student Member dues rate |
| 2. Second and Third Years after Graduation | Dues rate equivalent to Affiliate Member dues |

~~**3.200.008 Student Branch Advisors**~~

~~97-01-29-32~~

~~The Society shall offer membership dues to ASHRAE student branch advisors at the same price as the student members effective in fiscal year 1997-98.~~

3.200.009 Armed Forces

61-02-12-06/79-06-27-47/04-06-30-10

A member of his/her country's armed forces who is (a) placed on active duty from a reserve status; or (b) re-deployed during a time of conflict as a career military person; or (c) required by country's armed forces to serve (i.e. draft), may elect to be placed on the inactive member list of a period not to exceed three years. The election of inactive status shall not interrupt the member's "Continuous ASHRAE Membership" years as tracked by Society, and shall be included in calculations for membership years. The inactive member may purchase any of Society's publications at the member price but shall not receive the Journal and Insights or the handbook during this period.

3.200.01009 Staff Members

59-04-19-43

Staff members pay no dues.

Background: The table was consolidated January 2013, but the dues for student advisors was overlooked.

Attachment F

SRC Minutes 2014 Jan 21

(SRC-2014-ROB-011-01-
MC Excom Change)

Background: This came as an email message from Vickie Grant (1/14/2014) because of a planned action by Members Council in New York. Bushby responded by recommending that MC make the revision as indicated below instead of the original proposal.

MOTION 5:

Region Operations Subcommittee per unanimous vote, recommends to Members Council that the following revisions be made to the Rules of the Board, Section 2.301.009, Regional Executive Committee, effective immediately:

2.301.009 REGIONAL EXECUTIVE COMMITTEE (88-05-21-43/89-02-01-27[3]/91-01-23-35/
95-06-28-19/02-01-16-26/05-06-29-11)

2.301.009.1

The Regional Executive Committee shall consist of the Regional Chair, the Regional Vice Chairs, the Region-at-Large Sub-Region Chairs, the Regional Historian, [the Regional Members Council Representative](#), the Regional Nominating Committee Member and Alternate, the CRC General Chair and the Assistant Regional Chair. ~~The Regional Members Council Representative shall be a member of the Regional Executive Committee.~~

2.301.009.2

The Society will provide transportation cost for up to 12 members for one Regional Planning Meeting per Society year for the committee members as described above. One other member of the committee may receive transportation costs, if named by the DRC, who shall advise the Society of the 12th member (his or her name) and the reason for being included. At the Regional Chair's option, the committee may be expanded to include other members such as he may direct; however, transportation cost will not be provided for these optional members."

Background: In order to effectively represent the Region on Members Council, the RMCR needs to have a role in the decisions and opinions of his or her Region's leadership.

Background: At the 2012-06-27 meeting the BOD approved a new policy on use of business cards. The change was recommended by the Logo ad hoc and SRC. Inadvertently, a portion of the recommendation was left out of the submission to the BOD. This is a correction for that error.

1.201.025 Business Card Policy (including use of logo and member grade)

(96-06-23-08/01-01-31-19/12-06-27-29)

1.201.025.1 This policy applies to all Member and ASHRAE professional certified individuals' business cards. It does not apply to business cards prepared at Society headquarters for use by the Executive Committee and staff.

- A. The name "ASHRAE" and the ASHRAE logo are trademarks of ASHRAE. Use of the name "ASHRAE" and/or the ASHRAE logo shall not imply or be used to imply in any way ASHRAE's endorsement of the member's company, products or other commercial interests.
- B. These trademarks may not be used except as follows:
 - 1. For an ASHRAE Member Card – a business card outlining only ASHRAE member affiliation, service and contact information provided
 - a. The member whose name appears on the card must be a member in good standing of the Society.
 - b. The ASHRAE logo and tagline may be used as long as it follows the ASHRAE Logo Guide
 - c. No company or organization logo, other than the ASHRAE logo, may appear.
 - d. No slogans or other statements, other than the ASHRAE tagline, may appear.
 - e. If a business address appears, a company or organization name may be used only in the mailing address and in type that is no larger than other characters in the mailing address and in type that is the same color as the characters in the mailing address.
 - f. Information printed on the card is limited to the following:
 - 1) Member's name (and grade, if desired), such as Member ASHRAE, Fellow ASHRAE, Life Member ASHRAE
 - 2) Member's Society, regional and/or chapter position and Society year that position is held, such as 2011-12 Regional Vice Chair
 - 3) Professional titles or degrees (e.g., P.E., Ph.D.)
 - 4) Member's ASHRAE professional certification designation (if any), such as ASHRAE-Certified High Performance Building Design Professional
 - 5) Mailing address (home and/or business), telephone, electronic contact information, e-mail, URL (home and/or business)
 - 6) Member's photograph
 - 2. For a Personal Employment/Company Business Card – personal business card indicating professional job title, company, contact information and credentials/certifications provided:
 - a. The member or professional certified individuals may include his or her member grade and/or ASHRAE professional certification designation (if any) next to or underneath his or her company position/title on their personal employment/company business card.
 - b. The name "ASHRAE" by itself and/or the ASHRAE logo shall not appear on the personal employment/company business card.
 - c. The member whose name appears on the card must be a member in good standing of the Society in order to include member grade.
 - 3. For Combination Personal/Company and ASHRAE Member Card – a business card with personal/company information printed on one side and ASHRAE member affiliation and service printed on the reverse side, provided the requirements in Section B.1 (on the ASHRAE side) and Section B.2 (on the personal/company information side) are met.

1.201.025.2

(01-01-31-19/04-06-30-10/05-06-29-10)

Any ASHRAE member may use his or her membership grade following his or her name on business correspondence.

1.201.025.3

ASHRAE shall not grant or signify approval of any specific engineering project, commercial project or system or allow its imprint, logo or name to be used in any commercial context except where the name is used to certify that the product has been tested in accordance with an ASHRAE approved standard, and including the standard number, nor shall ASHRAE engage in testing or rating of any product. The ASHRAE logo may not be used to imply corporate memberships nor ASHRAE endorsement.

1.201.025.4 Member Company Email Signature

- A. A member is allowed to use his or her member grade and ASHRAE professional certification designation (if any), such as ASHRAE-Certified High Performance Building Design Professional, within the signature of his or her company email signature.
- B. The ASHRAE logo is not permitted for use with a member's company email signature.

MASTER
Log of Changes to Rules of the Board
As Authorized by Society Rules Committee
2012-2013

2.424.003.6 When editorial or minor changes are needed to the Rules of the Board, this committee [Society Rules Committee] is empowered to make such changes provided they are reported to the Board of Directors at or before its next scheduled meeting. This committee may designate changes as minor only by unanimous consent. (08-01-20-14)

Based on the above authorizations, SRC has made the following changes to the Rules of the Board in Society year 2012-13.

Rule Volume	Rule Number	Outline of Change	Reason for Change	SRC Review Complete
3	3.300.005 - B	<p>B. Regional Vice Chairs</p> <p>Regionally structured committees are referred to as grass roots committees. A grass roots committee member who represents a region is called Regional Vice Chair(RVC). The grass roots committees are:</p> <p>Chapter Technology Transfer <u>Grassroots Government Activities (Effective July 2013)</u> Membership Promotion Research Promotion Student Activities (94-06-30-15A)</p> <p>F. Ex Officio Members</p> <p>1. Councils</p> <p>a. Each of the councils is chaired by an officer. Members Council is chaired by the President Elect, with the Treasurer as Vice Chair and the Directors and Regional Chairs as members. The other councils (Publishing & Education and Technology) are each chaired by a vice president. The Directors-at-Large assigned as ex-officio members to the standing committees are voting members of the councils to which their committees report.</p>	Added new grassroots committee.	

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Rule Volume	Rule Number	Outline of Change	Reason for Change	SRC Review Complete
3	3.910.002.9	Retirement The normal staff retirement date shall be the first day of the month which coincides with or immediately follows the individuals 65th birthday.	Deleted – it is not allowed to force anyone into retirement at a specified time.	
3	3.910.004.01	E. The operating funds of the Society shall be with bank that has a high national rating such as the Sun Trust Bank of Atlanta.	Naming a bank is unnecessary.	
2	2.400	Standing Committees	Clarify what section is about.	
2	2.400.002	Election and Appointment Procedures-Membership		
2	2.400.002	Action Items noted in Attachment H of the SRC minutes dated January 28, 2013 for editorial changes to the Membership Rules 2.400.002. See attached.		
4	Volume 4	See Attachment A - ROB Volume 4. SRC changes to Volume 4 that are in Attachment A were made during Society Year 2012-2013. Additional changes were made to Volume 4 during 2013 and are reflected in the current ROB posted to ASHRAE Website.	Changes to clarify reading.	
1	1.100.002.7	1.100.002 Definitions This section outlines the basic structure and purpose of the Society Bylaws, Certificate of Consolidation, standing rules of the Board, Manuals of Procedures and Reference Manuals as they directly impact the operation of the Board, councils and committees. Position Documents, Position Statement, Policy Statements are defined. 1.100.002.7 Position Statement A Position Statement is a shorter, more succinct version of a position document that is developed using the procedure for a position document. Chapters may use Position Statements to express ASHRAE's view without seeking permission.	No longer has position papers or statements	

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Rule Volume	Rule Number	Outline of Change	Reason for Change	SRC Review Complete
1	1.300.004	<p>1,300.004 Archiving, Publication and Distribution of Position Documents <u>1.300.004.1 Position Documents</u></p> <p>A. <u>Technology Council shall maintain the current list of Position Documents on the ASHRAE website. The Technology Department shall maintain</u> Copies of the Board approved document and information concerning the history of development and approval of Position Documents shall be maintained by the Technology Department.</p> <p>B. The Publications and Education Department shall be responsible for final editing, publication and distribution of Position Documents.</p> <p>C. Current Position Documents will be posted on the ASHRAE website for free download.</p> <p><u>1.300.004.2 Public Policy Issue Briefs</u> A. <u>Advocacy Committee shall maintain the current list of Public Policy Issue Briefs</u></p>	No longer has position papers or statements	
1	1.300/1.300.004	<p><u>PRINCIPLES, & POLICIES & POSITION STATEMENTS</u></p> <p>1.300.004 Archiving, Publication and Distribution of Position Documents A. Copies of the Board approved document and information concerning the history of development and approval of Position Documents shall be maintained by the Technology Department. B. The Publications and Education Department shall be responsible for final editing, publication and distribution of Position Documents. C. Current Position Document will be posted on the ASHRAE website for free download.</p>	No longer has position papers or statements	
1	1.300.005	<p>Position Documents and Position Statements— Attachment F – Changes to Volume 1.300.005 that were made and documented in SRC Minutes dated 1-29-2013.</p>	No longer has position papers or statements	
2	2.303.008	<p>Policies, Manuals and Procedures This council is responsible for reviewing , recommending changes and interpreting the following: Standards Development Policy</p>	No longer has position papers or statements	

Rule Volume	Rule Number	Outline of Change	Reason for Change	SRC Review Complete
		Procedures for ASHRAE Standards Actions (PASA) Procedures for Developing ASHRAE Position Documents and Position Statements Guidelines for Developing ASHRAE Position Briefs All Position Document and Position Statements		
2	2.402.003.3/2.402.003.8	2.402.003.3 This committee should review ASHRAE documents on relevant issues. Where new or additional ASHRAE Position Documents, Papers , or Briefs may be helpful, the Committee will request they be considered using existing procedures and will review them prior to final approval. 2.402.003.8 With the exception of Society prepared and approved Standards, Position Documents, Papers , and Briefs, ASHRAE regions and chapters may not speak for the Society without prior approval by the Committee. Regions and Chapters are encouraged to report local issues and recommend action by this Committee. Regions and Chapters shall report all advocacy and activities on pre-approved positions to this Committee.		
2	2.403.003.1	2.403.003.1 General Requirements This committee shall D. Coordinate input to the Society from chapters on standards, publications, handbooks, and position documents papers/statements.	No longer has position papers or statements.	
1	Volume 1	Volume 1 – Principles, and Policies, Position Statements	No longer has position statements.	
2	2.430.002 B	2.430.001 SCOPE AND PURPOSE The Young Engineers in ASHRAE (YEA) committee shall enhance our member benefits for young professional ASHRAE members, 35 years old and younger, by identifying activities and services focused on their needs. 2.430.002 MEMBERSHIP 2.430.002.1 Composition 10-06-30-12B The members of this committee are as follows A. Up to 1 voting member from each region plus a chair and a vice chair B. Two non-voting liaisons, one each from Membership Promotion and Student Activities and one ExOfficio.		

Rule Volume	Rule Number	Outline of Change	Reason for Change	SRC Review Complete
		C. One non-voting consultant D. One staff liaison		
2	2.409.001	<p>2.409.001 SCOPE AND PURPOSE The Handbook Committee identifies HVAC&R technical information needs of members for a series of <i>ASHRAE Handbook</i> volumes that are updated and republished periodically; recommends and maintains policies; and oversees production and delivery of the Handbooks.</p> <p>2.409.002 MEMBERSHIP 2.409.002.1 Composition This committee shall consist of a chair, a vice chair and members. <u>There will also be a non-voting ExOfficio.</u> There shall be volume subcommittees with each subcommittee having responsibility for a specific volume of the <i>ASHRAE Handbook</i>. Other subcommittees may be formed or dissolved by the committee chair as needed.</p>		
4		Show items moved from Volume 2 to Volume 4		
SRC MOP/Reference Manual	Section 2 - Guidance	<ul style="list-style-type: none"> • Bodies that wish to control set policies for a reporting body must have these policy items within that <u>reporting bodies MOP, in order</u> to maintain <u>control of the policies policy</u>. If <u>policies are</u> allowed to be moved into that reporting body's reference manual, control of that policy is passed to the reporting body. • The following sections are suggested, but not required to be in the MOP: <ul style="list-style-type: none"> ○ SPECIAL REQUIREMENTS : This section: may repeat or references ROB, SBL and any other higher level rules that are felt to be useful in the MOP. <u>Any referenced ROB, SBL shall be cited ie: (ROB 2.105.002.3 Reference Manual)</u> <ul style="list-style-type: none"> ▪ <u> </u> may state rules that are more stringent than those found in the ROB, such as voting or meeting requirements. ▪ <u>should include a mentoring program. Council and committee requirements for mentoring can be found in Volume 3 of the ROB Appendix D.</u> 		

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Rule Volume	Rule Number	Outline of Change	Reason for Change	SRC Review Complete
		<p style="text-align: center;">*— should state the procedure for revising rules including those found in section 10.3.3 of the ROB.</p> <ul style="list-style-type: none"> ○ APPENDICES: This section identifies specific documents covering requirements for programs under this committee or council jurisdiction. It may also describe special functions of the council/committee requiring approval. ○ <u>Referenced Rules: The following are required and are usually included in the Appendices.</u> <ul style="list-style-type: none"> • <u>Guidelines for Awards (ROB 2.411.003.2)</u> • <u>Changes to the Rules of the Board (Vol 3 ROB 10.3.3)</u> 		
2	2.104.003 and 2.104.008	<p>2.104.003 Meetings and Quorum 07-01-31-(SRC info item 3)</p> <p><u>2.104.003.1 Meetings of ASHRAE bodies are open to all ASHRAE members and the interested public on a space-available basis.</u></p> <p><u>2.104.003.2 ASHRAE bodies may conduct Society business in face-to-face meetings or in meetings where some or all members of the body are provided an opportunity participate through electronic communication.</u></p> <p>2.104.003.4 A quorum consists of more than half of the voting membership of the body. A voting member who can effectively participate electronically or virtually shall be considered as present for the purposes of a quorum and all other actions. No actions may be taken after it has been determined that a quorum is not present.</p> <p><u>2.104.003.4 Notification of a meeting of an ASHRAE body shall be delivered to all members of the body with sufficient notice to reasonably permit member participation.</u></p> <p>2.104.008 Executive Session Meetings of standing bodies are open to all members of the Society unless noted otherwise. When there is a discussion of a <u>an issue</u> of sensitive issue, proprietary, or of a personal nature, executive session may be entered where attendance is restricted to members of the body and those invited by the chair. Executive session may be declared by the chair or by a motion approved by a majority vote, the chair may declare an Executive Session, during which only members of the committee</p>		←

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Rule Volume	Rule Number	Outline of Change	Reason for Change	SRC Review Complete																								
		and such other individuals invited by the chair shall be present.																										
1	1.110.004	1.110.004 Positioning Theme 96-06-23-09 ASHRAE adopts Technology for a Better Environment <u>Shaping tomorrow's Built Environment Today</u> as its positioning theme.																										
3	3.200.001	<u>3.200.001 Society Dues</u> Society dues shall be: <table style="margin-left: 40px;"> <tr><td>Honorary Member</td><td>\$0.00 Exempt</td></tr> <tr><td>Presidential Member</td><td>\$0.00 Exempt</td></tr> <tr><td>Fellow</td><td>\$190.00*</td></tr> <tr><td>Life Member</td><td>\$0.00 Exempt</td></tr> <tr><td>Life Associate Member</td><td>\$0.00 Exempt</td></tr> <tr><td>Member</td><td>\$190.00*</td></tr> <tr><td>Associate Member</td><td>\$190.00*</td></tr> <tr><td>Fellow</td><td>\$190.00</td></tr> <tr><td><u>Affiliate Member</u></td><td><u>\$50.00 (Year 1), \$70.00 (Year 2), \$90.00 (Year 3)**</u></td></tr> <tr><td>Student Member</td><td>\$20.00</td></tr> <tr><td>Retiree Member</td><td>\$20.00</td></tr> <tr><td>Affiliate Member</td><td>\$50.00 (Year 1), \$70.00 (Year 2), \$90.00 (Year 3)**</td></tr> </table> <ul style="list-style-type: none"> * \$90.00 per year for <u>Fellow</u>, Member and Associate Member grades for individuals who reside in countries listed in low-income and lower-middle-income groups of the World Bank List of Economies. ** After three years as an Affiliate Member, the Affiliate Member will become an Associate Member and will pay Associate Member dues. 	Honorary Member	\$0.00 Exempt	Presidential Member	\$0.00 Exempt	Fellow	\$190.00*	Life Member	\$0.00 Exempt	Life Associate Member	\$0.00 Exempt	Member	\$190.00*	Associate Member	\$190.00*	Fellow	\$190.00	<u>Affiliate Member</u>	<u>\$50.00 (Year 1), \$70.00 (Year 2), \$90.00 (Year 3)**</u>	Student Member	\$20.00	Retiree Member	\$20.00	Affiliate Member	\$50.00 (Year 1), \$70.00 (Year 2), \$90.00 (Year 3)**		
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Affiliate Member	\$50.00 (Year 1), \$70.00 (Year 2), \$90.00 (Year 3)**																											
1	1.201.032	1.201.032 Minutes 1.201.032 Minutes The following statement shall be placed on the cover of the minutes of the Board,																										

Rule Volume	Rule Number	Outline of Change	Reason for Change	SRC Review Complete
		<p>councils, standing committees, technical committees and standard project committees that are distributed prior to being approved: "These draft minutes have not been approved and are not the official, approved record until approved by this (committee)."</p>		
2	2.104.010	<p>2.104.010 Minutes</p> <p>2.104.010.1 The person presiding over a meeting is responsible for the preparation and circulation of the minutes of that meeting. The Staff Liaison shall prepare the minutes according to the procedures outlined in the Staff Manual (ROB 3.910).</p> <p>2.104.010.2 04-01-25-22 The following statement shall be placed on the cover of the minutes of the Board, councils, standing committees, technical committees and standard project committees that are distributed prior to being approved: "These draft minutes have not been approved and are not the official, approved record until approved by this (council, committee)."</p> <p><u>2.104.010.3</u> <u>Where a Staff Liaison is assigned the duty of minute preparation the following shall be provided:</u></p> <p><u>A. Number each and every motion at the time it is made without regard to the end result. This is to include motions that are withdrawn, defeated, tabled, etc.</u> <u>B. Number each amendment by adding a suffix letter to the number of the motion being amended, e.g. use #6A to amend motion #6.</u> <u>C. Number the final amended motion with a new suffix letter, e.g. use #6B for motion #6 amended by #6A.</u> <u>D. Keep track of all motions that require subsequent action, e.g., tabled, postponed to time certain, etc. and call attention thereto at the appropriate time.</u> <u>E. Record these numbers in the body of minutes being certain that all numbers are accounted for and that the PASS or FAIL message is clear for each.</u> <u>F. List under the table of significant motions only those that PASS.</u> <u>G. Head each page of all minutes with identification of the meeting and the date. (87-01-19-30)</u></p>		

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Rule Volume	Rule Number	Outline of Change	Reason for Change	SRC Review Complete
3	3.100	<p>3.100 GUIDELINES FOR ASHRAE CONFERENCES (90-02-15-41/98-01-18-11/12-06-27-14)</p> <p>3.100.003 Conferences in which ASHRAE is NOT the Lead Organization</p> <p>3.100.003.1 General - ASHRAE may agree to co-sponsor or endorse a conference in which another organization is the lead organization. ASHRAE's role may involve financial support, staff support or volunteer support.</p> <p>3.100.003.2 Characteristics</p> <p>A. ASHRAE as a conference endorser</p> <ol style="list-style-type: none"> 1. The conference sponsor controls the budget and earns profit or is responsible for losses. The conference sponsor must hold ASHRAE harmless in all aspects. 2. ASHRAE will publicize the conference through its publications, website and/or selective mailings to its members. <p>B. ASHRAE as a conference co-sponsor - In addition to all of the characteristics of a conference endorser:</p> <ol style="list-style-type: none"> 1. ASHRAE will work very closely with the scientific committee lead organization and help in the reviewing of papers when requested. 2. ASHRAE will be consulted in inviting keynote speakers and will help identify keynote speakers when requested. 		

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Sunset rules are moved to ROB Volume 5 upon expiration.

Attachment A



VOLUME 4

~~SUNSET RULES AND INTERPRETATIONS~~ **OPERATION AND ADMINISTRATION**

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Through June 27, 2012

RULES OF THE BOARD OF DIRECTORS

Volume 4
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 - 4.100.001.1 Legal Counsel
 - 4.100.001.2 Certified Public Accountant
 - 4.100.001.3 Bank Resolutions
 - 4.100.001.4 Investment Advisor

- 4.100.002 BUDGETS
 - 4.100.002.1 General Fund Budget
 - 4.100.002.2 Research Fund Budget
 - 4.100.002.3 Capital Assets Budget

4.100.003 RESEARCH

4.100.004 STANDARDS

4.100.005 APPOINTMENT OF SPECIAL COMMITTEES

4.100.006 COMMITTEES AND COUNCILS

4.100.007 MEETING DATES AND LOCATIONS

4.100.008 COOPERATION WITH OTHER GROUPS

4.100.009 CO-SPONSORSHIP OF STANDARDS

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4.100.011 MEMBERS/MEMBERSHIP

4.100.012 STRATEGIC PLAN

~~4.100.013 MEMORANDA OF UNDERSTANDING BETWEEN ASHRAE AND OTHER ORGANIZATIONS~~

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4.100.014 CERTIFICATION

4.100.015 BOARD OF DIRECTORS

4.100.016 SPECIAL PROGRAMS

4.100.017 STAFF

4.100.018 WAIVER OF RULES OF THE BOARD

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4.200 INTERPRETATIONS

RULES OF THE BOARD OF DIRECTORS
Volume 4 – ~~Sunset Rules and Interpretations~~

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4.100 SUNSET RULES

4.100.001 - General

4.100.001.1 Legal Counsel 12-06-27-02
The firm of King & Spalding shall be retained as ASHRAE legal counsel for fiscal year 2012-2013.

4.100.001.2 Certified Public Accountant 12-06-27-02
Jones & Kolb is approved as Certified Public Accountant for ASHRAE for fiscal year 2012-2013.

4.100.001.3 Bank Resolutions 12-06-27-02
~~The appropriate and required bank resolutions for institutions in which ASHRAE funds are deposited as executed by officers for 2012-13 are approved. are as executed by officers.~~

4.100.001.4 Investment Advisor 12-06-27-02
Lesesne Capital Management, Inc. is approved as ASHRAE investment advisor for fiscal year 2012-2013.

4.100.002 Budgets

4.100.002.1 General Fund Budget 12-06-24-06
The 2012-13 draft budget for the General Fund, inclusive of council budgets, showing a total revenue and expenses with a deficit of (\$158,000), ~~is approved.~~

4.100.002.2 Research Fund Budget 12-06-24-07
The 2012-13 budget for the Research Fund showing total revenue and expenses of \$4,864,100, ~~is approved.~~

4.100.002.3 Capital Assets Budget 12-06-24-08
A discretionary capital expenditure budget of ~~\$200,000~~ for 2012-13 is approved. \$200,000.

4.100.003 Research

4.100.004 Standards

4.100.004.1 07-03-25-25
~~ASHRAE shall utilize the strategy indicated in the document~~The strategy in the document "Suggested EUI [Energy Use Index] 'Targets' for Code-Intended Standards" is adopted. ~~(Document located in BOD minutes 07-03-25, Attachment R)~~

4.100.004.2 09-06-21-07
The Board of Directors recommends to SSPC 90.2 that the SSPC consider the goal of writing Standard 90.2 so that it is 30% more efficient than Standard 90.2-2004 with both a prescriptive and a performance path and that this action be taken within the standards development consensus process.

4.100.004.3 09-06-21-08
The ASHRAE Board of Directors commits itself to the development of verifiable performance metrics and verification methods for next generation of residential building energy standards.

4.100.004.4 10-06-27-03
~~ASHRAE will utilize T~~he strategies and recommendations contained in Section 1 of the "Report of the Technology Council Ad Hoc Committee on Energy Targets" dated 18 June 2010 and received by the BOD on June 22, 2010 (BOD Minutes, June 27, 2010, Attachment A), ~~are approved.~~

4.100.004.5 10-06-27-04
The ~~Board of Directors directs~~ Technology Council is to develop a plan to implement the recommendations set forth in the Energy Targets Ad Hoc Committee Report, including an organizational structure with refined fiscal estimates.

4.100.005 Appointment of Special Committees

4.100.006 Councils and Committees

4.100.006.8 08-06-25-10D
A volunteer-driven ASHRAE Sustainable Technology in Action program is established, ~~beginning in the 2008-09 Society year with seed money being Funding will be~~ provided up to \$20,000 per annual or winter meeting.

4.100.006.9 12-04-04-02
\$20,000 from the Opportunity Fund shall be used to support a building energy labeling program for Qatar.

4.100.007 Meeting Dates and Locations

4.100.007.17 11-02-02-01

Locations by year of future AHR Expositions are approved as follows:

2012	Chicago	January 23-24
2013	Dallas	January 28-30
2014	New York	January 21-23
2015	Chicago	January 26-28
2016	Orlando	January 25-27
2017	Las Vegas	Pending

4.100.008 Cooperation with Other Groups

4.100.008.12 10-01-27-07
ASHRAE shall participate in the HVACR Workforce Development Foundation.

4.100.009 Co-sponsorship of Standards

4.100.009.1 10-06-30-25
The Illuminating Engineering Society (IES) is ~~approved as~~ co-sponsor of the proposed standard project titled, *Commissioning Process for Buildings and Systems*, ~~with ASHRAE as the lead organization.~~

4.100.009.2 10-06-30-26
The National Electrical Manufacturers Association (NEMA) is approved as the co-sponsor of the proposed new standard project titled, *Facility Smart Grid Information Model*.

4.100.009.3 10-10-23-01
Illuminating Engineering Society (IES) is approved as co-sponsor of ANSI/ASHRAE Standard 90.2-2010, *Energy Efficient Design of Low-Rise Residential buildings*, ~~with ASHRAE as the lead organization.~~

4.100.009.4 11-02-02-13
ASHRAE ~~shall is~~ co-sponsor BSR/SMACNA 021-201x, *HVAC Total System Air Leakage Manual*, with SMACNA being the lead organization.

4.100.010 Educational Programs/Courses

4.100.011 Members/Membership

4.100.012 Strategic Plan

~~(See also ROB Volume 1.)~~

Rules of the Board – Volume 4 – Sunset Rules and Interpretations

4.100.012-8_1 11-06-26-09
~~Proposed changes to Strategic Direction 1, including rational and associated strategies is modified as shown in Attachment A [of Planning Committee report], are approved.~~

4.100.012-9_2 11-06-26-09
~~Proposed changes to Strategic Direction 2, including rational and associated strategies is modified as shown in Attachment B [of Planning Committee report], are approved.~~

4.100.012-10_3 11-06-26-10
~~Proposed changes to Strategic Direction 3, including rational and associated strategies is modified as shown in Attachment C.1 [of Planning Committee report], are approved.~~

4.100.012-11_4 11-06-26-10
~~Proposed changes to Strategic Direction 4, including rational and associated strategies is modified as shown in Attachment D.1 [of Planning Committee report], are approved.~~

4.100.013 Memoranda of Understanding

4.100.013.1 ABET 82-06-30-09
~~The Memorandum of Agreement between ASME and ASHRAE regarding Ad Hoc Visitors dated December 9, 1981, is approved.~~

4.100.013.2 American Society of Civil Engineers (ASCE) 89-06-29-13
~~The two proposed agreements between ASHRAE and the American Society of Civil Engineers (ASCE) are approved.~~

4.100.013.3 AIRAH 94-01-23-05
~~The Board of Directors approves the ASHRAE/AIRAH Agreement (Fourth Draft) as in Attachment A of Executive Committee report.~~

4.100.013.4 NSPE 00-02-06-18
~~The Board of Directors approves the ASHRAE/NSPE Memorandum of Understanding in Attachment B (of ExCom report).~~

4.100.013.5 VDI-TGA 00-02-06-19
~~The Board of Directors approves the Letter of Intent for cooperation between ASHRAE and VDI-TGA in Attachment C (of ExCom report).~~

4.100.013.6 U.S. Army Corps of Engineers (USACE) 02-06-23-11
~~The Board of Directors ratifies the partnering agreement between ASHRAE and the U.S. Army Corps of Engineers signed during 2001-2002.~~

4.100.013.7 U.S. General Services Administration (USGSA) 02-06-23-11
~~The Board of Directors ratifies the partnering agreement between ASHRAE and the U.S. General Services Administration signed during 2001-2002.~~

4.100.013.8 International Institute of Refrigeration (-IIR) 02-06-23-11
~~The Board of Directors ratifies the partnering agreement between ASHRAE and the International Institute of Refrigeration signed during 2001-2002.~~

4.100.013.9 U.S. Green Building Council (USGBC) 02-06-23-11
~~The Board of Directors ratifies the partnering agreement between ASHRAE and the U.S. Green Building Council signed during 2001-2002.~~

4.100.013.10 U.S. Department of Energy (USDOE) 04-01-29-59
~~The Board of Directors approves the Memorandum of Understanding between the U.S. Department of Energy and ASHRAE.~~

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Rules of the Board – Volume 4 – Sunset Rules and Interpretations

4.100.013.11 <u>American Institute of Architects (AIA)</u> The Board of Directors approves the Memorandum of Understanding between the American Institute of Architects and ASHRAE.	04-01-29-59	Formatted: Strikethrough
4.100.013.12 <u>Cyprus Mechanical Engineers Association (CMEA)</u> The Board of Directors approves the Memorandum of Understanding between the Cyprus Mechanical Engineers Association and ASHRAE.	05-06-29-08	Formatted: Strikethrough
4.100.013.13 <u>United Nations Environmental Programme Division of Technology and Economics (UNEP/DTIE)</u> 05-10-29-01/06-03-20-01 The Board of Directors approves the Cooperative Agreement between the United Nations Environmental Programme (UNEP) Division of Technology, Industry and Economics (DTIE) and ASHRAE.	06-03-20-01	Formatted: Strikethrough
4.100.013.14 <u>American Society of Health Care Engineers (ASHE)</u> The Board of Directors approves the Memorandum of Understanding between the American Society of Health Care (ASHE) of the American Hospital Association and ASHRAE.	05-10-29-02	Formatted: Strikethrough
4.100.013.15 <u>International Code Council (ICC)</u> 06-03-20-01 The Board of Directors approves the Memorandum of Understanding between the International Code Council and ASHRAE.	06-03-20-01	Formatted: Strikethrough
4.100.013.16 <u>Association of Higher Education Facilities Officers (AHEFO (APPA))</u> The Board of Directors approves the Memorandum of Understanding between the Association of Higher Education Facilities Officers and ASHRAE.	06-03-20-01	Formatted: Strikethrough
4.100.013.17 <u>Chinese Association of Refrigeration (CAR)</u> The Board of Directors approves the Memorandum of Understanding between the Chinese Association of Refrigeration (CAR) and ASHRAE.	06-03-20-02	Formatted: Strikethrough
4.100.013.18 <u>Practice, Education and Research for Sustainable Infrastructure (PERSI)</u> 06-06-29-12B The ASHRAE / Practice, Education and Research for Sustainable Infrastructure (PERSI) Memorandum of Understanding is approved.	06-06-29-12B	Formatted: Strikethrough
4.100.013.19 <u>Council of American Mechanical and Electrical Engineers (CAMEE)</u> 07-01-31-13 The Memorandum of Understanding between the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) and the Council of American Mechanical and Electrical Engineers (CAMEE), a coalition of the American Council of Engineering Companies (ACEC), is approved.	07-01-31-13	Formatted: Strikethrough
4.100.013.20 <u>Federation of European Heating and Air Conditioning Associations (REHVA)</u> 07-01-31-13 The Memorandum of Understanding between the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) and the Federation of European Heating and Air Conditioning Associations (REHVA) is approved.	07-01-31-13	Formatted: Strikethrough
4.100.013.21 <u>Canada Green Building Council (CaGBC)</u> 07-01-31-13 The Memorandum of Understanding between the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) and the Canada Green Building Council (CaGBC) is approved.	07-01-31-13	Formatted: Strikethrough
4.100.013.22 <u>Mexico Green Building Council (Mexico GBC)</u> 07-06-27-12 The partnering agreement between ASHRAE and the Mexico Green Building Council is approved.	07-06-27-12	Formatted: Strikethrough
4.100.013.23 <u>Green Building Council Brazil (GBCB)</u> GBCB The Green Building Council Brasil (GBCB) / ASHRAE Memorandum of Understanding is approved.	GBCB	Formatted: Strikethrough
4.100.013.24 <u>Building Owners and Managers Association (BOMA)</u> BOMA The ASHRAE / Building Owners and Managers Association (BOMA) Memorandum of Understanding is ratified.	BOMA	Formatted: Strikethrough

Rules of the Board – Volume 4 – Sunset Rules and Interpretations

4.100.013.25 AIRAH 08-06-22-10
~~The ASHRAE / AIRAH Memorandum of Understanding is approved.~~

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4.100.013.26 National Environmental Balancing Bureau (NEBB) 08-06-22-16
~~The Memorandum of Understanding between the National Environmental Balancing Bureau (NEBB) and ASHRAE is approved.~~

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4.100.013.27 Green Building Alliance (GBA) 08-06-25-08
~~The Memorandum of Understanding between the Green Building Alliance and ASHRAE is approved.~~

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4.100.013.28 Global Cold Chain Alliance (GCCA) 08-06-25-9C
~~The Memorandum of Understanding between the Global Cold Chain Alliance and ASHRAE is approved.~~

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4.100.013.29 ACREX 09-01-25-10
~~The Memorandum of Understanding between ACREX and ASHRAE is approved.~~

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4.100.013.30 Facility Guidelines Institute (FGI) 09-01-25-11/09-06-21-10
~~The Memorandum of Understanding between the Facility Guidelines Institute and ASHRAE is approved.~~

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4.100.013.31 Green Building Initiative (GBI) 09-01-25-12
~~The Memorandum of Understanding between the Green Building Initiative and ASHRAE is approved.~~

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4.100.013.32 Singapore Building and Construction Authority (SBCA) 09-01-28-04
~~The Memorandum of Understanding between the Singapore Building and Construction Authority and ASHRAE is approved.~~

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4.100.013.33 Indian Green Building Council (IGBC) 09-06-21-11
~~The Memorandum of Understanding between Indian Green Building Council (IGBC) and ASHRAE is approved.~~

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4.100.013.34 Serbian Society for HRAC 10-01-27-03
~~The Memorandum of Understanding between ASHRAE and the following is approved as shown in Attachment A of BOD minutes:~~

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- The Serbian Society for Heating, Refrigeration and Air-Conditioning Faculty of Technical Science, University of Novi Sad, Serbia, and University of Novi Sad ASHRAE Student Branch
- University of Novi Sad ASHRAE Student Branch

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4.100.013.35 Kuwait University (E&P) 10-01-27-04
~~The Memorandum of Understanding between ASHRAE and the Kuwait University, College of Engineering & Petroleum is approved as shown in Attachment B of BOD minutes.~~

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4.100.013.36 Greater Philadelphia Innovation Cluster (GPIC) 11-06-26-13
~~The ASHRAE-GPIC (Greater Philadelphia Innovation Cluster) MOU [in Attachment A of ExCom report] is approved.~~

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4.100.013.37 IAPMO 12-01-22-06
~~The ASHRAE-IAPMO MOU [in Attachment A of ExCom report] is approved.~~

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4.100.014 Certification

4.100.015 Board of Directors

4.100.015.1 Resolution on High-Impact Governance 08-06-22-04

A. *Whereas*, ASHRAE's long-term effectiveness and growth in a changing, challenging environment depend on the high-impact leadership of a Board that continuously answers three critical questions in a full and timely fashion: Where should ASHRAE be headed, and what should it become, over the long run? What should

ASHRAE be now and in the near-term? And how is ASHRAE performing as a nonprofit corporation, both financially and programmatically?

- B. *Whereas*, the ASHRAE Board needs to transition itself from a body immersed in technical and operational detail to a body that focuses on governance and high-level, strategic decisions.
- C. *Be it resolved that*:
The ASHRAE Board of Directors affirm its commitment to high-impact governance and declare its intention to strengthen the Board's governing role and processes by making significant and timely changes to the Board committee structure and the work of the Board.

4.100.015.2 Resolution on Additional Licensure Requirements 08-06-22-11

- A. *Whereas*, The National Council of Examiners for Engineering and Surveying developed a model law requiring an additional 30 credit hours for obtaining licensure as an engineer.
- B. *Whereas*, The typical scope of an ABET Accredited bachelor's degree can and has been demonstrated to accommodate technical breadth and flexibility and the intellectual skills necessary for engineering graduates to fulfill all requirements necessary to become licensed as a Professional Engineer.
- C. *Whereas*, Committing an additional year to obtain an extra thirty (30) credit hours would be a very significant deterrent for many engineers who might otherwise pursue an engineering degree.
- D. *Whereas*, The current system of examinations and supervision in practice are workable, effective and adaptable resulting in highly competent professional engineers.
- E. *Whereas*, Technological change is continuous and must be maintained over a professional engineering career.
- F. *Whereas*, Professionalism and continuous education across the decades of an engineering career are essential.
- G. *Whereas*, ASHRAE will continue to develop educational programs that assure its members remain at the forefront of engineering practice and technologies.
- H. *Resolved*, The ASHRAE Board of Directors opposes efforts to increase educational requirements for engineering licensure and encourages states and licensing boards to reject such proposals for the aforementioned reasons.

4.100.015.3 Resolution on Qualifications-Based Selection of Design Professionals 12-06-24-09

- A. *Whereas*, ASHRAE is a volunteer-led building technology society that is driven by technical excellence in research, standards writing, publishing and continuing education serving the HVAC & R industry;
- B. *Whereas*, ASHRAE recognizes the economic pressures that are inevitably exerted on technical excellence through a bidding process that uses low price as its sole criteria in the selection of design professionals;
- C. *Whereas*, In many cases, the pursuit of low price precludes the design professional from including into the bid the resources that allow for the proper selection of building systems based upon energy efficiency, indoor air quality and sustainability, the hallmarks of technical excellence;
- D. *Whereas*, It is in the public's best interest to have the design professional make decisions that preserve and protect our environment for future generations, which is possible only through designs that implement energy efficiency, indoor air quality and sustainability; and
- E. *Whereas*, True technical excellence invariably produces a long-term, cost effective and sustainable solution, thus preserving our environment for future generations; therefore, be it

- F. *Resolved*, That all design professionals required for the design and construction of the built environment be selected through negotiation based upon the qualifications of the design professional; and
- G. *Resolved*, That qualifications considered during the selection process include experience, expertise and creativity, making it more likely that technical excellence can be achieved.

4.100.016 Special Programs

4.100.017 Staff

4.100.018 Waiver of Rules of the Board

4.200 INTERPRETATIONS

* * * * *

Attachment F

SRC Minutes 2013 January 29

All References refer to June, 2012 version of ASHRAE ROB.

Page 1 – the Volume 1 title is Principles, Policies and Position Statements. The latter can simply be deleted since Position Documents state ASHRAE policy and Position Statements no longer exist. Re-title to Principles and Policies. **AGREE**

Page 2 – title same as above. **AGREE**

Page 3, 1.300 Position Documents and Public Policy Issue Briefs – This appears to be an outline, so why are some of the Rules included? Delete A, B and C as not appropriate here, and they repeat pages 54, 55. **THIS IS AN ERROR. A, B, C SHOULD NOT BE LISTED HERE. I WILL CORRECT THIS BEFORE THE NEXT ROB IS PUBLISHED.**

Page 4, 1.100.002. Change last sentence which currently reads “Position Documents, Position Statements, Policy statements are defined” to “Position Documents are defined.” **I SUGGEST THAT THIS AND THE NEXT ONE BELOW BE PRESENTED TO THE BOARD FOR APPROVAL. Although procedures may have already been deleted elsewhere in the ROB, 1,100.002.7 is a basic definition that supersedes any procedural rules.**

Page 5, 1.100.002.7 Delete this entire section. Position Statements no longer exist. **PRESENT TO BOD FOR APPROVAL**

Page 55 – delete Position Statement from title of 1.300.005. Position Statements no longer exist. **IF BOD APPROVES ABOVE ITEMS, THIS WOULD BE AN EDITORIAL CHANGE THAT SRC COULD MAKE.**

Also, I propose that we add 1.300.004 D as follows: “Technology Council shall maintain the current list of Position Documents on the ASHRAE website. Advocacy Committee will maintain the current Public Policy Issue Briefs list.” **I SUGGEST THE FOLLOWING:**

1.300.004 Archiving, Publication and Distribution

1.300.004.1 Position Documents

A. Technology Council shall maintain the current list of Position Documents on the ASHRAE website. The Technology Department shall maintain ~~Copies of the Board-approved document and information concerning the history of development and approval of Position Documents shall be maintained by the Technology Department.~~

- B. The Publications and Education Department shall be responsible for final editing, publication and distribution of Position Documents.
 - C. Current Position Documents will be posted on the ASHRAE website for free download.
- 1.300.004.2 Public Policy Issue Briefs
- A. Advocacy Committee ~~will~~ shall maintain the current list of Public Policy Issue Briefs ~~list~~.
 - B. (add other items related to archiving, publication and distribution of PPIBs.)

Note: Although PubEd does final edits and posts, they have agreed that its Tech Council's responsibility to maintain the list.

Page 91 2.303.004 - This is titled Position Documents and Position Briefs but only deals with Position Documents. I recommend we add a sentence that "Position Briefs are developed by Advocacy Committee for approval by ExCom." This compliments the current statement that "This council develops Position Documents for approval by the Board of Directors." **ADDRESSED IN SUGGESTED CHANGES ABOVE (1.300.004.2)**

Page 91- delete Position Statement from 2.303.008 in two places in the section. Position Statements no longer exist. **AGREE - EDITORIAL**

Page 93 – delete "papers" in second line of 2.402.003.3. Position Papers don't exist **AGREE - EDITORIAL**

Page 94 – same as above for 2.402.003.8 **AGREE - EDITORIAL**

Page 96 – 2.403.003.1E – change end of line from "...position papers/statements." To "position documents." **AGREE - EDITORIAL**

Page 214 – delete "Position Statements" in 10.3.2. I don't think we need to add Position Documents because this is simply a listing of what's included in volume 1 of the ROB **AGREE - EDITORIAL**

ROB MEMBERSHIP – ORIGINAL WORDING 2012-June 27

2.400 COMMITTEES

Current:

2.400.002 Election and Appointment Procedures

Committee members shall be elected or approved by the BOD in accordance with the Society Bylaws and as stated in the *Election and Appointment Procedures*, (Manuals and Procedures ROB Volume 3).

ADVOCACY COMMITTEE

Current:

2.402.002 MEMBERSHIP

2.402.002.1 Composition

This committee shall consist of 8 voting members, including a chair and a vice chair appointed by the President.

The Director of the Washington Office shall be non-voting member of this committee.

The President may appoint any person or persons to serve in a consulting capacity to this committee on an ad hoc basis.

2.402.002.2 Qualifications

The chair, vice chair and members of this committee shall be members entitled to vote in the Society. The chair of the committee shall be either the President-Elect or a Past President of the Society. The vice chair shall be either the Treasurer or a Past President of the Society.

Committee members should have broad knowledge and experience with the organization, activities, and policies of both ASHRAE and government. Members should have experience as ASHRAE Directors or Officers and/or government activities experience.

2.402.002.3 Term of Service

70-07-01-02/76-02-04-16/78-02-01-27/88-
05-21-49

Members shall be appointed by the President, subject to approval by the BOD to serve a three-year term.

CHAPTER TECHNOLOGY TRANSFER COMMITTEE

Current:

2.403.002 MEMBERSHIP

2.403.002.1 Composition

The members of this committee are as follows

- a. Nineteen (19) voting members including the chair and two vice-chairs, 14 regional vice chairs, one Chapter Programs Coordinator, and one communications coordinator; in addition, six non-voting members, consisting of four consultants (government activities, Refrigeration Committee member, energy, technical), a Board ex-officio member, and a coordinating officer are assigned (96-02-21-34/98-06-24-10/06-01-22-11/06-06-28-09/07-06-27-16)

2.403.002.2 Qualifications

Regional Vice Chairs shall hold Member grade or higher in the Society in good standing and shall have been Members for three years prior to the start of their terms, reside in the Region they represent, and be nominated for the position by the respective CRC. (74-06-26-09)

2.403.002.3 Term of Service

Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

CHAPTERS REGIONAL COMMITTEE

Current:

2.404.002 MEMBERSHIP

2.404.002.1 Composition

Each Chapters Regional Committee shall consist of one delegate and one alternate delegate selected by each chapter therein, and the Director who also serves as Regional Chair for the area, who shall be the chair of the committee. (SBL 7.5.)

2.404.002.2 Qualifications

The members of this committee are elected from within each region

2.404.002.3 Term of Service

Service on this committee is intended to be for a 1-year period. .

ELECTRONIC COMMUNICATIONS COMMITTEE

Current:

2.405.002 MEMBERSHIP

2.405.002.1 Composition

The members of this committee are as follows

- A. Eight (8) voting members including the chair and two vice-chairs
- B. Board ex-officio and coordinating officer

2.405.002.2 Qualifications

- A. Membership should include at least one past voting member from each council.
- B. A substantial number of the members shall have recent experience with electronic communications technologies.

2.405.002.3 Term of Service

Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

ENVIRONMENTAL HEALTH COMMITTEE

Current:

2.406.002 MEMBERSHIP

2.406.002.1 Composition

The members of this committee are as follows

- A. Maximum of 15 voting members, including a chair and vice chair; a past member of the Standards Committee; a past member of Research Administration Committee (Research Liaison 2.0, 4.0, or 5.0); a physician; a past chair of a technical committee involved in environmental health or indoor air quality issues (TC 2.1, 2.3, 2.4 or 4.3); at least one member from outside the U.S. and Canada; a Health Professional (such as an industrial hygienist, an epidemiologist, or a public health official); a past Society officer who has recently served in that capacity. (85-06-27-58/86-06-22-22/98-01-16-16/07-03-02-6B)
- B. Board ex-officio and coordinating officer

2.406.002.2 Qualifications

There is no member grade requirement for committee members, nor requirement for ASHRAE membership. However, it is essential that committee members have specialized professional experience in the area of indoor air quality or environmental health.

2.406.002.3 Term of Service

- A. Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.
- B. The chair of the committee shall be a non-voting member of the Technology Council. (93-01-24-09)

EXECUTIVE COMMITTEE

Current:

2.407.002 MEMBERSHIP

2.407.002.1 Composition

The members of the Executive Committee shall be the President, President-Elect, Treasurer, four elected Vice Presidents, and the Secretary, who is a non-voting member.

2.407.002.2 Qualifications

Only Fellows, Life Members, and Members shall be eligible for election as President, President-Elect, Treasurer, or Vice President.

2.407.002.3 Term of Service

The length of term of the members is one year.

FINANCE COMMITTEE

Current:

2.408.002 MEMBERSHIP

2.408.002.1 Composition (05-06-29-08)

The members of this committee are as follows

- a) Eight (8) voting members including the Treasurer, at least two Vice Presidents and five (5) other members of the Society. (SBL 7.4)
- b) The coordinating officer of the committee shall be the Treasurer. (520-102-001)
- c) The chair of this committee shall be the Treasurer.
- d) An officer from each council shall be a member of this committee.

2.408.002.2 Qualifications

It is suggested to the President-Elect that appointments to this committee be made of individuals who could be considered potential officer candidates. (67-01-29-14)

2.408.002.3 Term of Service

The length of term of the members (other than the Treasurer and the Vice Presidents) is three years, two or more new members to be appointed each year. Length of term (including appointments to fill unexpired terms) should be specified at time of appointment. (85-06-26-11/86-06-25-09/94-06-26-03)

HANDBOOK COMMITTEE

Current:

2.409.002 MEMBERSHIP

2.409.002.1 Composition

This committee shall consist of a chair, a vice chair and members. There shall be volume subcommittees with each subcommittee having responsibility for a specific volume of the *ASHRAE Handbook*. Other subcommittees may be formed or dissolved by the committee chair as needed.

2.409.002.2 Qualifications

- A. The chair, vice chair and volume subcommittee chairs shall hold the grade of Member or higher.
- B. All members of the committee shall be at least Associate Member grade in the Society.
- C. Members should have TC handbook subcommittee experience and knowledge of a broad range of technical topics.

2.409.002.3 Term of Service

Appointments to each subcommittee shall be for a term sufficient to complete publication of the assigned volume. (85-06-26-11/86-06-25-09)

HISTORICAL COMMITTEE

Current:

2.410.002 MEMBERSHIP

2.410.002.1 Composition

The members of this committee are as follows

- A. This committee shall consist of seven members. One of the seven shall be appointed as chair and one as vice chair. In addition, a regional historian from each ASHRAE region is assigned as a corresponding member. A BOD ex-officio member and a coordinating officer are assigned. (92-01-29-36C/98-01-16-13/06-06-28-11B/07-01-31-10/07-06-27-20)
- B. Board ex-officio and coordinating officer

2.410.002.2 Qualifications

It is recommended that at least one committee member be from outside the United States. (96-02-22-51/01-06-27-22B)

2.410.002.3 Term of Service

Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

The chair of the committee shall be a non-voting member of the Publishing and Education Council. (93-01-24-09)

HONORS AND AWARDS COMMITTEE

Current:

2.411.002 MEMBERSHIP

89-06-29/90-06-14-23A/98-01-21-26

2.411.002.1 Composition

The members of this committee are as follows

- A. Eleven (11) voting members, including a chair and a vice chair
- B. Board ex-officio and coordinating officer

2.411.002.2 Qualifications

- A. For balance, it is desirable that the committee membership include at least one Presidential Member, at least one Fellow, at least one resident of Canada, and at least one resident from outside the U.S. and Canada.
- B. Since the work of this committee is secret, members should have a reputation for discretion.
- C. All members should possess high professional stature.

2.411.002.3 Term of Service

93-01-24-09

- A. Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.
- B. The chair of the committee shall be a non-voting member of the Members Council.

JOINT EXPOSITION POLICY COMMITTEE

Current:

2.412.001 SCOPE AND PURPOSE

71-07-01-07/73-06-25-09/87-03-27-Ex06/88-02-
04-70/07-06-27-07/08-10-24-02/12-01-25-__

This committee is responsible for making policy decisions that guide the International Exposition Company's planning and execution of the International Air-Conditioning, Heating, Refrigerating Exposition (AHR Expo). The committee also is responsible for recommending the time and place for the Winter Meeting of the Society.

2.412.002 MEMBERSHIP

2.412.002.1 Composition

The Joint Exposition Policy Committee shall be comprised of three voting members from each co-sponsor of the AHR Expo and additional non-voting members as determined by each.

- A. The ASHRAE voting members of the Joint Exposition Policy Committee shall include:
 - 1. one Presidential Member (who shall also serve as chair of the Joint Exposition Policy Committee when it is ASHRAE's term to provide that chair),
 - 2. one current or immediate past member of the Executive Committee (at the time of the original appointment),
 - 3. one other member of the ASHRAE Board of Directors (at the time of the original appointment)

- B. The ASHRAE non-voting members of the Joint Exposition Policy Committee shall include:
 - 1. the Executive Vice President
 - 2. the chair and vice chair of the Conferences and Expositions Committee (CEC)
 - 3. one other member of CEC appointed by the CEC chair who is expected to serve as technical program chair of the next winter meeting.

2.412.002.2 Qualifications

None

2.412.002.3 Term of Service

Each ASHRAE voting member shall be appointed for a three-year term and can be re-appointed for a second term. The Presidential Member is eligible for re-appointment without limit. The terms of the voting members shall be staggered, with one voting member appointed each year by the President-Elect.

MEMBERSHIP PROMOTION COMMITTEE

Current:

2.414.002 MEMBERSHIP

2.414.002.1 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, a vice chair, and one representative from each region who shall serve as regional vice chair.
- B. Board ex-officio and coordinating officer

2.414.002.2 Qualifications

The Regional Vice Chairs shall be Members of the Society in good standing, and shall have been Members for 3 years prior to the start of their terms. (71-08-21-20/78-06-28-39/88-05-21-57)

2.414.002.3 Term of Service

Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

2.414.002.4

The chair of the committee shall be a non-voting member of the Members Council.

2.415 NOMINATING COMMITTEE

Current:

2.415.002 MEMBERSHIP

2.415.002.1 Composition

86-06-22-16/91-06-23-01/94-01-23-01/99-06-20-11/01-01-28-01/10-01-24-02

- A. This committee shall consist of at least 22 voting members, including a chair and vice chair. (SBL 7.6)
- B. There shall be one member with one alternate from each region of the Society, selected by the Chapters Regional Committee of each respective region, and 8 members and 8 alternates selected by the Board of Directors. (SBL 7.6)
- C. The immediate Past President or the most recent Past President willing to serve shall serve as vice chair of the committee and then advance to chair when replaced as vice chair. (SBL 7.6)
- D. If a Board-elected Member cannot serve or attend either the fall or the winter meeting of the Committee, a Board-elected Alternate shall be appointed Board-elected Member by the chair. If a Board-elected Alternate cannot serve or attend either the fall or the winter meeting of the committee, a Board-elected "reserve" Alternate shall be appointed Board-elected Alternate by the chair. The replaced Member or Alternate may revert to "reserve" Alternate, as specified in the MOP.
- E. If a CRC-elected Member cannot attend either the fall or the winter meeting of the Committee, the CRC-elected Alternate shall become the Member. If a CRC-elected Alternate cannot attend either the fall or the winter meeting of the committee, the CRC-elected "reserve" Alternate shall become the Alternate representing the region. If replaced, the originally elected Member or Alternate may then serve as the "reserve" Alternate.
- F. If neither the Member nor the Alternate elected by the CRC can serve, the CRC-elected "reserve" Alternate shall become the Member representing the region. If no one elected by the CRC is able to serve, the DRC may appoint a Member to represent the region.
- G. If the region does not have a representative in attendance at the fall meeting of the Nominating Committee, but has a member and/or alternate at the winter meeting, the region shall have voice but no vote at the winter meeting of the committee. Attendance by the member and/or alternate at the winter meeting will count as one year toward the maximum of six years for which the individual can serve on the committee.
- H. The President may appoint any person or persons to serve in a consulting capacity to any committee except the Nominating Committee. (SBL 7.2)

2.415.002.2 Qualifications

77-06-29-08

- A. The chair and vice chair of this committee shall be Past Presidents of the Society. (SBL 7.6)
- B. Each member of this committee shall hold the grade of Member or higher in the Society. Each shall have been a full Member in good standing in the Society for a period of at least 5 years at the time of selection. (SBL 7.6)
- C. There shall not be more than 3 members and 3 alternates from any one region, except for the chair and vice chair. (SBL 7.6)
- D. No member of the Board of Directors shall be eligible to serve on this committee. (SBL 7.6)
- E. If possible, the Member and Alternate to the committee shall be elected from individuals knowledgeable in Society affairs.

2.415.002.3 Term of Service

86-06-22-16/94-01-23-01

- A. This committee shall serve during the Society Year for which it is elected. (SBL 7.6)
- B. Committee Members and Alternates may serve no more than a total of 6 years on the committee, whether BOD elected or regionally elected. Service as chair or vice chair shall not be counted in this

6-year maximum service. A person who has attended a fall or winter meeting of the committee is considered to have served one full year.

PLANNING COMMITTEE

Current:

2.416.002 MEMBERSHIP

2.416.002.1 Composition

02-01-13-19/04-06-27-08/05-06-26-16/09-06-21-13/12-06-24-12

This committee shall consist of the following:

- A. 7-12 voting members, including
 - 1. one Vice President,
 - 2. one Director-at-Large,
 - 3. one Director and Regional Chair
 - 4. one member who is serving on the YEA Committee at the time of appointment
 - 5. one member in good standing who need not have Board of Directors experience
 - 6. at least 2 to 7 other members of the Society who are serving or have served as Board members
- B. 2 non-voting members
 - 1. Executive Vice President
 - 2. One staff director

2.416.002.2 Qualifications

- A. All voting members except the member who represents YEA must hold the grade of Member or higher in the Society.
- B. All councils should be represented on the voting membership of the committee.
- C. Representation from outside North America should be considered.

2.416.002.3 Term of Service

85-06-26-11/86-06-25-09/94-06-26-04

- A. With the exception of the Executive Vice President, the Society Vice President and the Staff Director, service on this committee is intended to be for a 3-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president.
- B. The Executive Vice President shall be a permanent member of the committee.
- C. The Society Vice President shall serve one or two years contingent on his/her election as a Society Vice President and his/her appointment by the President-Elect.

PRESIDENT-ELECT ADVISORY COMMITTEE

Current:

2.417.002 MEMBERSHIP

2.417.002.1 Composition

This committee shall consist of eleven voting members, including the President-Elect who is the chair, the Treasurer who is the vice chair, and the nine (9) Directors-at-Large.

2.417.002.2 Qualifications

The chair of this committee shall be the President-Elect.

The vice chair of this committee shall be the Treasurer.

The members of this committee shall be the Directors-at-Large.

2.417.002.3 Term of Service

Service on this committee is for the term for which the members have been elected. (95-06-25-3A)

PROFESSIONAL DEVELOPMENT COMMITTEE

Current:

2.418.002 MEMBERSHIP

2.418.002.1 Composition

02-01-16-24/04-01-28-32

The members of this committee are as follows:

- A. Twelve (12) voting members, including a chair and a two vice chairs ()
- B. Board ex-officio and coordinating officer

2.418.002.1 Qualifications

- A. Membership should include broad representation from the HVAC&R industry. No one interest group should dominate the membership.
- B. A majority of the committee members should have experience as developers or providers of continuing education products to provide academic rigor to the Committee's products and curriculum. These include
 - 1. Design professionals or contractors that provide seminars to others of their trade.
 - 2. Educators that teach HVAC&R application courses.
 - 3. Manufacturers that provide educational programs either to their internal staff or in support of the HVAC&R industry.
 - 4. People that develop curricula or certificate programs in building sciences.
- C. Several members should have recent experience with distance learning technologies.
- D. Members of the committee are prohibited from working as course development contractors during their tenure on the committee (05-02-06-02).

2.418.002.3 Term of Service

- A. Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.
- B. The chair of the committee shall be a non-voting member of the Publishing and Education Council. (93-01-24-09)

PUBLICATIONS COMMITTEE

Current:

2.419.002 MEMBERSHIP

2.419.002.1 Composition

The members of this committee are as follows

- A. Ten (10) voting members, including a chair and a vice chair
- B. Board ex-officio and coordinating officer

2.419.002.2 Qualifications

- A. All members of the committee shall hold the grade of Associate Member or higher in the Society.
- B. Members should have an awareness of the current technical information needs of various segments of the HVAC&R industry.
- C. Membership should include broad representation from the HVAC&R industry including the academic, design, construction, facility operations and manufacturing communities.
- D. At least three members should have recent experience with the production or writing of technical publications or periodicals.

2.419.002.3 Term of Service

- A. Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.
- B. The chair of the committee shall be a non-voting member of the Publishing and Education Council.
(93-01-24-09)

REFRIGERATION COMMITTEE

Current:

2.420.002 MEMBERSHIP

2.420.002.1 Composition (06-01-26)

The members of this committee are as follows

- A. Twelve (12) voting members, including a chair and a vice chair (91-01-24-63/99-01-28-80/99-06-24-36/00-02-10-64B/06-01-25/26-29)
- B. Board ex-officio and coordinating officer shall be assigned
- C. One member of the committee shall also serve as a liaison to the Chapter Technology Transfer Committee.
- D. Membership should include a cross-section of the refrigeration industry.

2.420.002.2 Qualifications

Committee members should be refrigeration-oriented persons. (84-02-02-25/86-01-23-42/99-06-24-36)

2.420.002.3 Term of Service

- A. Service on this committee for the members is intended to be for a 3-year term. Service on this committee for the Chair, Vice Chair, BOD ex-officio and Coordinating Officer is intended to be for a one-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. (85-06-26-11/86-06-25-09/94-06-26-04/99-01-28-80/00-02-10-64B)
- B. The chair of the committee shall be a non-voting member of the Technology Council. (93-01-24-09)

RESEARCH ADMINISTRATION COMMITTEE

Current:

2.421.002 MEMBERSHIP

2.421.002.1 Composition 06-01-26-34/08-10-24-20

The members of this committee are as follows

- A. Fourteen (14) voting members, including a chair and a vice chair
- B. Board ex-officio and coordinating officer
- C. It is desirable that at least one member reside outside the U.S. and Canada.(06-01-26-33)
- D. Organizational liaisons

2.421.002.2 Qualifications

- A. All members of this committee shall be of Member grade or higher.
- B. See *Qualifications for new RAC Members* in 2.421.003. (89-02-02-62A)

2.421.002.3 Term of Service

Service on this committee is by BOD election. All members shall be elected to serve for terms of four years commencing after the next Annual Meeting of the Society. (94-06-26-04/00-02-10-59/07-06-27-29)

2.421.003 Recommended Qualifications for New RAC Members

2.421.003.1

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

A. Experience

- 1. Candidates shall be current members of the Society, in Member grade or higher, and have been active members for a minimum of five years. (ROB Vol. 2)
- 2. Candidates normally will have served on more than one Technical Committee (TC), Task Group (TG), Multidisciplinary Task Group (MTG), or Technical Resource Group (TRG), for an aggregate of ten or more committee years.
- 3. All members of this committee should have significant experience with ASHRAE research activities in one or more technical committee (TC), task group (TG), or standing standards project committee (SSPC). (07-06-27-29)
- 4. Candidates should have regularly attended Winter and Annual Society meetings for a minimum period of five years. An occasional absence does not disqualify a candidate who had regularly attended these meetings for a correspondingly longer period, provided that the absences do not suggest a pattern that would interfere with an RAC appointment.
- 5. Whenever possible, candidates having also previously served on other Standing Committees should be considered.

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

C. Logistics

- 1. RAC members are elected for four-year terms, implying a long-term commitment of effort and support. Candidates nearing planned retirement or having already retired from their business and professional roles must be willing and able to continue their RAC functions following the transition. While retirement may afford increased time for committee functions, most RAC members have found that appointment also entails significant non-reimbursable costs to cover meeting attendance and logistics. ASHRAE does reimburse airline or comparable travel costs for prescribed RAC meetings, but does not defray the other costs.

2. Candidates should be prepared to attend the Annual and Winter Meetings, RAC and subcommittee meetings on the preceding Fridays and Saturdays, and two additional Saturday/Sunday meetings in the fall and spring. Candidates residing overseas or in the western portions of Canada and the United States should recognize that travel is likely to require an additional day for each meeting, resulting in 16-20 days of travel, including 12-20 nights of un-reimbursed lodging, per year. Many employers defray these expenses, but not all do.
3. RAC business typically requires an additional one to two days of work per month and may sporadically demand higher levels of involvement. Further, practical circumstances dictate that members provide or arrange for clerical (secretarial, reproduction, and mailing) support as well as communications by telephone.

D. Qualifications

1. Proposed RAC members should be selected from individuals who satisfy the above criteria based on four prioritized objectives:
 - a. Demonstrated leadership abilities in Society functions;
 - b. Technical competence with attention to representing diverse disciplines on RAC;
 - c. Balanced representation of employment categories (e.g., design, manufacturing, research and academics), and
 - d. Balanced geographic representation.
2. The staff liaison to RAC, in consultation with the current chair of RAC, will identify projected needs for new RAC members to achieve the appointments to RAC Executive Committee functions.
3. Additional consideration should be given to individuals who have been active in technical areas that are currently priority issues to the Society and its membership. Examples include those currently involved in the chlorofluorocarbon refrigerant, environmental health and indoor air quality issues.

RESEARCH PROMOTION COMMITTEE

Current:

2.422.002 MEMBERSHIP

2.422.002.1 Composition

The members of this committee are as follows

- a. Voting membership shall consist of a chair, three vice chairs, and each regional vice chair-Research Promotion. (06-01-25-08)
- b. Board ex-officio and coordinating officer assigned as non-voting members

The President of ASHRAE Research Canada shall be appointed as a consultant to the ASHRAE Research Promotion Committee and travel expenses shall be paid to attend the meetings of this committee at the Society's Annual and Winter Meetings. (76-07-01-40/06-01-25/07-06-27-16)

2.422.002.2 Qualifications

Regional Vice Chairs shall be Members of the Society in good standing, and shall have been Members for three years prior to the start of their terms. (71-08-21-20/78-06-28-39/79-06-27-46/84-02-02-15)

2.422.002.3 Term of Service

Service on this committee is intended to be for a 3-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. (85-06-26-11/86-06-25-09/94-06-26-04)

The chair of the committee shall be a non-voting member of the Members Council. (93-01-24-09/03-07-02-11B)

SOCIETY RULES COMMITTEE

(520-168)

Current:

2.424.002 MEMBERSHIP

2.424.002.1 Composition (06-06-25-14/08-01-20-14)

The members of this committee are as follows

- a. Six (6) voting members, including a chair and a vice chair
- b. Coordinating officer

2.424.002.2 Qualifications (07-01-31-9B/08-01-20-14)

2.424.002.2.1 Either the chair or the vice chair shall be a current Board member.

2.424.002.2.2 Members should have demonstrated Society rules ability.

2.424.002.2.3 At least half of the members should have been prior members of the committee.

2.424.002.2.4 New members should be incoming officers of the Society or incoming Directors-at-Large.

2.424.002.2.5 All members shall have been members of the Society for 8 years prior to appointment.

2.424.002.3 Term of Service

Service on this committee is intended to be for a 3-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. (85-06-26-11/86-06-25-09/94-06-26-04/08-01-20-14)

STANDARDS COMMITTEE

(520-170)

Current:

2.425.002 MEMBERSHIP

2.425.002.1 Composition

The members of this committee are as follows:

- A. Twenty six (26) voting members, including a chair and a vice chair (05-11-21-02)
- B. Board ex-officio and coordinating officer

2.425.002.2 Qualifications

- A. Membership of this committee shall be open to all grades except Affiliate Members and Student Members. (12-06-27-25)
- B. Members shall be selected from various interest groups to prevent dominance of any single interest and may include representatives of interest groups such as manufacturers, consultants, educators, trade associations, government, testing/research laboratories, utilities, code bodies, contractors, consumers/users, and environmentalists.
- C. It is desirable that members have standards experience.
- D. Representation from Canada is desirable.

2.425.002.3 Term of Service

- A. Members shall be elected to serve for a term of four years commencing immediately upon the adjournment of the next Annual Meeting of the Society. (70-07-01-02/76-02-04-16/78-02-01-27/88-05-21-49)
- B. The chair and vice chair of the committee shall be non-voting members of the Technology Council. (93-01-24-09)

STUDENT ACTIVITIES COMMITTEE
(520-174)

Current:

2.427.002 MEMBERSHIP

2.427.002.1 Composition

The members of this committee are as follows

- a. Voting membership shall consist of a chair, a vice chair, one representative from each region who shall serve as regional vice chair and three accreditation representatives.
- b. Board ex-officio and coordinating officer
- c. A student branch officer from the host region shall be appointed by the president as a non-voting consultant to attend the meeting held in the student's region and to serve on the Student Activities Committee, with transportation, two nights hotel accommodations, admission to the Welcome Party, and an allowance of \$100.00 provided. (88-06/94-06-30-27/97-07-03-23/03-07-02-16/05-06-29-10/07-06-27-16)

2.427.002.2 Qualifications

Regional Vice Chairs shall be Members of the Society in good standing and shall have been Members for three years prior to the start of their terms. (71-08-21-20/78-06-28-39/88-05-21-57)

Accreditation representatives for ABET will be one ABET Board of Directors representative, one ABET Engineering Accreditation (EAC) Commissioner and one ABET Technical Accreditation (TAC) Commissioner.

2.427.002.3 Term of Service

Service on this committee is intended to be for a 3-year term. Accreditation representative shall serve for one 3-year term. Technology Commissioners shall serve for one 5-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. (85-06-25-11/86-06-25-09/94-06-26-04/05-06-29-10)

TECHNICAL ACTIVITIES COMMITTEE

(520-176)

Current:

2.428.002 MEMBERSHIP

2.428.002.1 Composition

The members of this committee are as follows

- Sixteen (16) voting members, including a chair and vice chair (06-01-22-15B)
- BOD ex-officio and coordinating officer
- At least one member shall reside outside the U.S. and Canada and shall have served on TCs as a voting member for at least three years.

2.428.002.2 Qualifications (98-06-25-35/06-06-29-20/08-06-25-15A/11-02-02-12)

All members of this committee shall be of Member grade or higher and have been active members for a minimum of three years immediately prior to joining TAC.

All members shall have held at least one leadership role in the Society as chair of a committee sometime prior to joining TAC.

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

All members should have regularly attended winter and annual Society meetings for a minimum period of three years. An occasional absence does not disqualify a member who had regularly attended these meetings for a considerably longer period, providing that the absences do not suggest a pattern that would interfere with TAC activities.

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

Whenever possible, candidates having also previously served on other standing committees should be considered.

Additional consideration should be given to individuals who have been active in technical areas that are currently priority issues to the Society and its membership.

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

Proposed TAC members should be selected from individuals who satisfy the above criteria based on four prioritized objectives:

- Demonstrated leadership abilities in Society functions;
- Technical competence with attention to representing diverse disciplines on TAC;
- Balanced representation of employment categories (e.g., design, manufacturing, research and academics), and
- Balanced geographic representation.

2.428.002.3 Term of Service

Members shall be elected to serve for terms of four years commencing after the next Annual Meeting of the Society. The chair and vice chair of the committee shall be non-voting members of Technology Council.

CERTIFICATION COMMITTEE

(Established 07-01-31-04)

Current:

2.429.002 MEMBERSHIP

2.429.002.1 Composition - The members of this committee are as follows:

- A. Seven (7) voting members, including a chair and a vice chair
- B. Board ex-officio and coordinating officer
- C. At least 2 of the 7 voting members of the committee shall be current ASHRAE certification-holders. (12-01-25-__)

2.429.002.2 Qualifications

- A. Members should have an awareness of the current educational programs available from the Society and the technical information needs of various segments of the HVAC&R industry.
- B. Membership should include broad representation from the HVAC&R industry, including the academic, design, construction, facility operations, and manufacturing communities.
- C. The chair and vice chair shall hold the grade of Member or higher in the Society. (SBL 7.2)

2.429.002.3 Term of Service

Service on this committee is intended to be for a 3-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. (85-06-26-11/86-06-25-09/94-06-26-04)

YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE

(Established 07-06-24-09)

Current:

2.430.002 MEMBERSHIP

2.430.002.1 Composition (10-06-30-12B)

The members of this committee are as follows

- a. Up to 1 voting member from each region plus a chair and a vice chair
- b. Two non-voting liaisons, one each from Membership Promotion and Student Activities
- c. One non-voting consultant
- d. One staff liaison

2.430.002.2 Qualifications

Committee Members shall be members of the Society in good standing.

2.430.002.3 Term of Service

Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

CONFERENCES AND EXPOSITIONS COMMITTEE

(Established July 1, 2008)

Current:

2.431.002 MEMBERSHIP

12-01-25-__

2.431.002.1 Composition - The members of this committee are as follows:

- A. Twenty-six (26) voting members, including a chair and a vice chair
- B. Two (2) non-voting members
 - 1. Board ex-officio
 - 2. Coordinating officer

2.431.002.2 Qualifications

- A. Members should have an awareness of the current technical information needs of various segments of the HVAC&R industry.
- B. Membership should include broad representation for the HVAC&R industry, including academic, design, construction, facility operations, and manufacturing companies.
- C. All members shall be Associate Member grade or higher.
- D. Members should have previous experience serving on technical or standing committees.
- E. Membership should include several members who have recently served as Technical Committee program subcommittee chairs.
- F. Members should have educational and technical background to bring balanced and mature judgment to bear in qualifying technical papers.
- G. Members should be available during the entire technical program and the commercialism review sessions.

2.431.002.3 Term of Service

Service on this committee is for a four-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

BUILDING ENERGY QUOTIENT COMMITTEE

(Established 11-06-26-21C)

Current:

2.432.002 MEMBERSHIP

2.432.002.1

The members of this committee shall be as follows:

Chair: A current or past member of the Board of Directors

Vice-Chair: A current or past member of the Board of Directors

Voting Members: One voting member from each council and 3 members-at-large

Non-Voting Members: Consultants as required

2.432.002.2

Members-at-large should be considered for their broad business and marketing experience as well as their representation of building owners and/ or government agencies.

ROB MEMBERSHIP PROPOSED REVISIONS 21 Jan 2013

2.400 COMMITTEES

Current:

2.400.002 Election and Appointment Procedures

Committee members shall be elected or approved by the BOD in accordance with the Society Bylaws and as stated in the *Election and Appointment Procedures*, (Manuals and Procedures ROB Volume 3).

Proposed:

2.400.002 Membership

2.400.002.1

Committee members shall be elected or approved by the BOD in accordance with the Society Bylaws and as stated in the *Election and Appointment Procedures*, (Manuals and Procedures ROB Volume 3).

2.400.002.2

Unless otherwise provided, voting members of committees shall be voting members of ASHRAE.

Comments:

- The Bylaws specify that voting members include all grades except Affiliate and Student member grades.
- Also, should this be all members or just the voting members?

ADVOCACY COMMITTEE

Current:

2.402.002 MEMBERSHIP

2.402.002.1 Composition

This committee shall consist of 8 voting members, including a chair and a vice chair appointed by the President.

The Director of the Washington Office shall be non-voting member of this committee.

The President may appoint any person or persons to serve in a consulting capacity to this committee on an ad hoc basis.

2.402.002.2 Qualifications

The chair, vice chair and members of this committee shall be members entitled to vote in the Society. The chair of the committee shall be either the President-Elect or a Past President of the Society. The vice chair shall be either the Treasurer or a Past President of the Society.

Committee members should have broad knowledge and experience with the organization, activities, and policies of both ASHRAE and government. Members should have experience as ASHRAE Directors or Officers and/or government activities experience.

2.402.002.3 Term of Service

70-07-01-02/76-02-04-16/78-02-01-27/88-05-21-49

Members shall be appointed by the President, subject to approval by the BOD to serve a three-year term.

Proposed:

2.402.002 MEMBERSHIP

2.402.002.1 Composition

The members of this committee are as follows

- A. Eight (8) voting members including a chair and vice-chair
- B. Non-voting members include the Director of the Government Affairs Office and the coordinating officer (if not also a voting member)

2.402.002.2 Qualifications

- A. The chair of the committee shall be either the President-Elect or a Past President of the Society.
- B. The vice chair shall be either the Treasurer or a Past President of the Society.
- C. Committee members should have broad knowledge and experience with the organization, activities, and policies of both ASHRAE and government.
- D. Members should have experience as ASHRAE Directors or Officers and/or government activities experience.

2.402.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

CHAPTER TECHNOLOGY TRANSFER COMMITTEE

Current:

2.403.002 MEMBERSHIP

2.403.002.1 Composition

The members of this committee are as follows

- a. Nineteen (19) voting members including the chair and two vice-chairs, 14 regional vice chairs, one Chapter Programs Coordinator, and one communications coordinator; in addition, six non-voting members, consisting of four consultants (government activities, Refrigeration Committee member, energy, technical), a Board ex-officio member, and a coordinating officer are assigned (96-02-21-34/98-06-24-10/06-01-22-11/06-06-28-09/07-06-27-16)

2.403.002.2 Qualifications

Regional Vice Chairs shall hold Member grade or higher in the Society in good standing and shall have been Members for three years prior to the start of their terms, reside in the Region they represent, and be nominated for the position by the respective CRC. (74-06-26-09)

2.403.002.3 Term of Service

Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

Proposed:

2.403.002.1 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, a vice chair, one representative from each region who serves as Regional Vice Chair, one Chapter Programs Coordinator, and one communications coordinator
- B. Non-voting members comprise four consultants (government activities, Refrigeration Committee member, energy, technical), a Board ex-officio member, and a coordinating officer

2.403.002.2 Qualifications

Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing for three years prior to the start of their terms, and shall reside in the Region they represent

2.403.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

Comments:

Should RVCs have been Members for three years or members for three years?

CHAPTERS REGIONAL COMMITTEE

Current:

2.404.002 MEMBERSHIP

2.404.002.1 Composition

Each Chapters Regional Committee shall consist of one delegate and one alternate delegate selected by each chapter therein, and the Director who also serves as Regional Chair for the area, who shall be the chair of the committee. (SBL 7.5.)

2.404.002.2 Qualifications

The members of this committee are elected from within each region

2.404.002.3 Term of Service

Service on this committee is intended to be for a 1-year period. .

Proposed:

2.404.002 MEMBERSHIP

2.404.002.1 Composition

Each Chapters Regional Committee shall consist of one delegate and one alternate delegate selected by each chapter therein, and the Director who also serves as Regional Chair for the area, who shall be the chair of the committee. (SBL 7.5.)

2.404.002.2 Qualifications

The members of this committee are elected from within each region

2.404.002.3 Term of Service

The term of service for voting members is intended to be one (1) year.

ELECTRONIC COMMUNICATIONS COMMITTEE

Current:

2.405.002 MEMBERSHIP

2.405.002.1 Composition

The members of this committee are as follows

- A. Eight (8) voting members including the chair and two vice-chairs
- B. Board ex-officio and coordinating officer

2.405.002.2 Qualifications

- A. Membership should include at least one past voting member from each council.
- B. A substantial number of the members shall have recent experience with electronic communications technologies.

2.405.002.3 Term of Service

Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

Proposed:

2.405.002 MEMBERSHIP

2.405.002.1 Composition

The members of this committee are as follows

- A. Eight (8) voting members including the chair and two vice-chairs
- B. Non-voting members include a Board ex-officio member and coordinating officer

2.405.002.2 Qualifications

- A. Membership should include at least one past voting member from each council.
- B. A substantial number of the members shall have recent experience with electronic communications technologies.

2.405.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

ENVIRONMENTAL HEALTH COMMITTEE

Current:

2.406.002 MEMBERSHIP

2.406.002.1 Composition

The members of this committee are as follows

- A. Maximum of 15 voting members, including a chair and vice chair; a past member of the Standards Committee; a past member of Research Administration Committee (Research Liaison 2.0, 4.0, or 5.0); a physician; a past chair of a technical committee involved in environmental health or indoor air quality issues (TC 2.1, 2.3, 2.4 or 4.3); at least one member from outside the U.S. and Canada; a Health Professional (such as an industrial hygienist, an epidemiologist, or a public health official); a past Society officer who has recently served in that capacity. (85-06-27-58/86-06-22-22/98-01-16-16/07-03-02-6B)
- B. Board ex-officio and coordinating officer

2.406.002.2 Qualifications

There is no member grade requirement for committee members, nor requirement for ASHRAE membership. However, it is essential that committee members have specialized professional experience in the area of indoor air quality or environmental health.

2.406.002.3 Term of Service

- A. Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.
- B. The chair of the committee shall be a non-voting member of the Technology Council. (93-01-24-09)

Proposed:

2.406.002 MEMBERSHIP

2.406.002.1 Composition

The members of this committee are as follows

- A. Maximum of fifteen (15) voting members, including a chair and vice chair
- B. Voting members shall include:
 - 1. a past member of the Standards Committee
 - 2. a past member of Research Administration Committee (Research Liaison 2.0, 4.0, or 5.0)
 - 3. a physician
 - 4. a past chair of a technical committee involved in environmental health or indoor air quality issues (TC 2.1, 2.3, 2.4 or 4.3)
 - 5. at least one member from outside the U.S. and Canada
 - 6. a Health Professional (such as an industrial hygienist, an epidemiologist, or a public health official)
 - 7. a past Society officer who has recently served in that capacity. (85-06-27-58/86-06-22-22/98-01-16-16/07-03-02-6B)
- C. Non-voting members include a Board ex-officio member and coordinating officer

2.406.002.2 Qualifications

There is no member grade requirement for committee members, nor requirement for ASHRAE membership. However, it is essential that committee members have specialized professional experience in the area of indoor air quality or environmental health.

2.406.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

EXECUTIVE COMMITTEE

Current:

2.407.002 MEMBERSHIP

2.407.002.1 Composition

The members of the Executive Committee shall be the President, President-Elect, Treasurer, four elected Vice Presidents, and the Secretary, who is a non-voting member.

2.407.002.2 Qualifications

Only Fellows, Life Members, and Members shall be eligible for election as President, President-Elect, Treasurer, or Vice President.

2.407.002.3 Term of Service

The length of term of the members is one year.

Proposed:

2.407.002 MEMBERSHIP

2.407.002.1 Composition

The members of this committee are as follows.

- A. The voting members are the President, President-Elect, Treasurer, and four elected Vice Presidents.
- B. Non-voting members include the Secretary.

2.407.002.2 Qualifications

Member qualifications are determined by committee composition.

2.407.002.3 Term of Service

The term of service for voting members is intended to be one (1) year.

FINANCE COMMITTEE

Current:

2.408.002 MEMBERSHIP

2.408.002.1 Composition (05-06-29-08)

The members of this committee are as follows

- a) Eight (8) voting members including the Treasurer, at least two Vice Presidents and five (5) other members of the Society. (SBL 7.4)
- b) The coordinating officer of the committee shall be the Treasurer. (520-102-001)
- c) The chair of this committee shall be the Treasurer.
- d) An officer from each council shall be a member of this committee.

2.408.002.2 Qualifications

It is suggested to the President-Elect that appointments to this committee be made of individuals who could be considered potential officer candidates. (67-01-29-14)

2.408.002.3 Term of Service

The length of term of the members (other than the Treasurer and the Vice Presidents) is three years, two or more new members to be appointed each year. Length of term (including appointments to fill unexpired terms) should be specified at time of appointment. (85-06-26-11/86-06-25-09/94-06-26-03)

Proposed:

2.408.002 MEMBERSHIP

2.408.002.1 Composition (05-06-29-08)

The members of this committee are as follows

- A. Eight (8) voting members including the Treasurer, at least two Vice Presidents and up to five (5) at-large members of the Society. (SBL 7.4)
- B. The coordinating officer of the committee shall be the Treasurer. (520-102-001)
- C. The chair of this committee shall be the Treasurer.
- D. An officer from each council shall be a member of this committee.

2.408.002.2 Qualifications

It is suggested to the President-Elect that appointments to this committee be made of individuals who could be considered potential officer candidates. (67-01-29-14)

2.408.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*. The terms of committee service for the Treasurer and Vice Presidents are limited by their terms in office.

HANDBOOK COMMITTEE

Current:

2.409.002 MEMBERSHIP

2.409.002.1 Composition

This committee shall consist of a chair, a vice chair and members. There shall be volume subcommittees with each subcommittee having responsibility for a specific volume of the *ASHRAE Handbook*. Other subcommittees may be formed or dissolved by the committee chair as needed.

2.409.002.2 Qualifications

- A. The chair, vice chair and volume subcommittee chairs shall hold the grade of Member or higher.
- B. All members of the committee shall be at least Associate Member grade in the Society.
- C. Members should have TC handbook subcommittee experience and knowledge of a broad range of technical topics.

2.409.002.3 Term of Service

Appointments to each subcommittee shall be for a term sufficient to complete publication of the assigned volume. (85-06-26-11/86-06-25-09)

Proposed:

2.409.002 MEMBERSHIP

2.409.002.1 Composition

The members of this committee are as follows.

- A. ?? (??) voting members including the chair and vice-chair.
- B. Membership shall include the volume subcommittee chairs??
- C. Non-voting members include a Board ex-officio member and coordinating officer.

2.409.002.2 Qualifications

- A. The chair, vice chair and volume subcommittee chairs shall hold the grade of Member or higher.
- B. Members should have TC handbook subcommittee experience and knowledge of a broad range of technical topics.

2.409.002.3 Term of Service

Appointments to each subcommittee shall be for a term sufficient to complete publication of the assigned volume. (85-06-26-11/86-06-25-09)

Comments:

The current rules do not specify the number of committee members. Need input from committee.

HISTORICAL COMMITTEE

Current:

2.410.002 MEMBERSHIP

2.410.002.1 Composition

The members of this committee are as follows

- A. This committee shall consist of seven members. One of the seven shall be appointed as chair and one as vice chair. In addition, a regional historian from each ASHRAE region is assigned as a corresponding member. A BOD ex-officio member and a coordinating officer are assigned. (92-01-29-36C/98-01-16-13/06-06-28-11B/07-01-31-10/07-06-27-20)
- B. Board ex-officio and coordinating officer

2.410.002.2 Qualifications

It is recommended that at least one committee member be from outside the United States. (96-02-22-51/01-06-27-22B)

2.410.002.3 Term of Service

Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

The chair of the committee shall be a non-voting member of the Publishing and Education Council. (93-01-24-09)

Proposed:

2.410.002 MEMBERSHIP

2.410.002.1 Composition

The members of this committee are as follows.

- A. Seven (7) voting members including the chair and vice-chair.
- B. Non-voting members include a Board ex-officio member and coordinating officer.
- C. Corresponding members include a Regional Historian from each region.

2.410.002.2 Qualifications

It is recommended that at least one committee member be from outside the United States. (96-02-22-51/01-06-27-22B)

2.410.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

HONORS AND AWARDS COMMITTEE

Current:

2.411.002 MEMBERSHIP

89-06-29/90-06-14-23A/98-01-21-26

2.411.002.1 Composition

The members of this committee are as follows

- A. Eleven (11) voting members, including a chair and a vice chair
- B. Board ex-officio and coordinating officer

2.411.002.2 Qualifications

- A. For balance, it is desirable that the committee membership include at least one Presidential Member, at least one Fellow, at least one resident of Canada, and at least one resident from outside the U.S. and Canada.
- B. Since the work of this committee is secret, members should have a reputation for discretion.
- C. All members should possess high professional stature.

2.411.002.3 Term of Service

93-01-24-09

- A. Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.
- B. The chair of the committee shall be a non-voting member of the Members Council.

Proposed:

2.411.002 MEMBERSHIP

89-06-29/90-06-14-23A/98-01-21-26

2.411.002.1 Composition

The members of this committee are as follows

- A. Eleven (11) voting members, including a chair and a vice chair.
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.411.002.2 Qualifications

- A. For balance, it is desirable that the committee membership include at least one Presidential Member, at least one Fellow, at least one resident of Canada, and at least one resident from outside the U.S. and Canada.
- B. Since the work of this committee is secret, members should have a reputation for discretion.
- C. All members should possess high professional stature.

2.411.002.3 Term of Service

93-01-24-09

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

JOINT EXPOSITION POLICY COMMITTEE

Current:

2.412.001 SCOPE AND PURPOSE

71-07-01-07/73-06-25-09/87-03-27-Ex06/88-02-
04-70/07-06-27-07/08-10-24-02/12-01-25-__

This committee is responsible for making policy decisions that guide the International Exposition Company's planning and execution of the International Air-Conditioning, Heating, Refrigerating Exposition (AHR Expo). The committee also is responsible for recommending the time and place for the Winter Meeting of the Society.

2.412.002 MEMBERSHIP

2.412.002.1 Composition

The Joint Exposition Policy Committee shall be comprised of three voting members from each co-sponsor of the AHR Expo and additional non-voting members as determined by each.

- A. The ASHRAE voting members of the Joint Exposition Policy Committee shall include:
 - 1. one Presidential Member (who shall also serve as chair of the Joint Exposition Policy Committee when it is ASHRAE's term to provide that chair),
 - 2. one current or immediate past member of the Executive Committee (at the time of the original appointment),
 - 3. one other member of the ASHRAE Board of Directors (at the time of the original appointment)

- B. The ASHRAE non-voting members of the Joint Exposition Policy Committee shall include:
 - 1. the Executive Vice President
 - 2. the chair and vice chair of the Conferences and Expositions Committee (CEC)
 - 3. one other member of CEC appointed by the CEC chair who is expected to serve as technical program chair of the next winter meeting.

2.412.002.2 Qualifications

None

2.412.002.3 Term of Service

Each ASHRAE voting member shall be appointed for a three-year term and can be re-appointed for a second term. The Presidential Member is eligible for re-appointment without limit. The terms of the voting members shall be staggered, with one voting member appointed each year by the President-Elect.

Proposed:

2.412.002 MEMBERSHIP

2.412.002.1 Composition

The Joint Exposition Policy Committee shall be comprised of three voting members from each co-sponsor of the AHR Expo and additional non-voting members as determined by each.

- A. The ASHRAE voting members of the Joint Exposition Policy Committee shall include:
 - 1. one Presidential Member (who shall also serve as chair of the Joint Exposition Policy Committee when it is ASHRAE's term to provide that chair),
 - 2. one current or immediate past member of the Executive Committee (at the time of the original appointment),
 - 3. one other member of the ASHRAE Board of Directors (at the time of the original appointment)

- B. The ASHRAE non-voting members of the Joint Exposition Policy Committee shall include:
 - 1. the Executive Vice President
 - 2. the chair and vice chair of the Conferences and Expositions Committee (CEC)
 - 3. one other member of CEC appointed by the CEC chair who is expected to serve as technical program chair of the next winter meeting.

2.412.002.2 Qualifications

Member qualifications are determined by committee composition.

2.412.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*, though members can serve a second term if reappointed. The Presidential Member is eligible for re-appointment without limit.

MEMBERSHIP PROMOTION COMMITTEE

Current:

2.414.002 MEMBERSHIP

2.414.002.1 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, a vice chair, and one representative from each region who shall serve as regional vice chair.
- B. Board ex-officio and coordinating officer

2.414.002.2 Qualifications

The Regional Vice Chairs shall be Members of the Society in good standing, and shall have been Members for 3 years prior to the start of their terms. (71-08-21-20/78-06-28-39/88-05-21-57)

2.414.002.3 Term of Service

Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

2.414.002.4

The chair of the committee shall be a non-voting member of the Members Council.

Proposed:

2.414.002 MEMBERSHIP

2.414.002.1 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, a vice chair, and one representative from each region who shall serve as Regional Vice Chair.
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.414.002.2 Qualifications

Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing for three years prior to the start of their terms, and shall reside in the Region they represent.

2.414.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

2.415 NOMINATING COMMITTEE

Current:

2.415.002 MEMBERSHIP

2.415.002.1 Composition

86-06-22-16/91-06-23-01/94-01-23-01/99-06-20-11/01-01-28-01/10-01-24-02

- A. This committee shall consist of at least 22 voting members, including a chair and vice chair. (SBL 7.6)
- B. There shall be one member with one alternate from each region of the Society, selected by the Chapters Regional Committee of each respective region, and 8 members and 8 alternates selected by the Board of Directors. (SBL 7.6)
- C. The immediate Past President or the most recent Past President willing to serve shall serve as vice chair of the committee and then advance to chair when replaced as vice chair. (SBL 7.6)
- D. If a Board-elected Member cannot serve or attend either the fall or the winter meeting of the Committee, a Board-elected Alternate shall be appointed Board-elected Member by the chair. If a Board-elected Alternate cannot serve or attend either the fall or the winter meeting of the committee, a Board-elected "reserve" Alternate shall be appointed Board-elected Alternate by the chair. The replaced Member or Alternate may revert to "reserve" Alternate, as specified in the MOP.
- E. If a CRC-elected Member cannot attend either the fall or the winter meeting of the Committee, the CRC-elected Alternate shall become the Member. If a CRC-elected Alternate cannot attend either the fall or the winter meeting of the committee, the CRC-elected "reserve" Alternate shall become the Alternate representing the region. If replaced, the originally elected Member or Alternate may then serve as the "reserve" Alternate.
- F. If neither the Member nor the Alternate elected by the CRC can serve, the CRC-elected "reserve" Alternate shall become the Member representing the region. If no one elected by the CRC is able to serve, the DRC may appoint a Member to represent the region.
- G. If the region does not have a representative in attendance at the fall meeting of the Nominating Committee, but has a member and/or alternate at the winter meeting, the region shall have voice but no vote at the winter meeting of the committee. Attendance by the member and/or alternate at the winter meeting will count as one year toward the maximum of six years for which the individual can serve on the committee.
- H. The President may appoint any person or persons to serve in a consulting capacity to any committee except the Nominating Committee. (SBL 7.2)

2.415.002.2 Qualifications

77-06-29-08

- A. The chair and vice chair of this committee shall be Past Presidents of the Society. (SBL 7.6)
- B. Each member of this committee shall hold the grade of Member or higher in the Society. Each shall have been a full Member in good standing in the Society for a period of at least 5 years at the time of selection. (SBL 7.6)
- C. There shall not be more than 3 members and 3 alternates from any one region, except for the chair and vice chair. (SBL 7.6)
- D. No member of the Board of Directors shall be eligible to serve on this committee. (SBL 7.6)
- E. If possible, the Member and Alternate to the committee shall be elected from individuals knowledgeable in Society affairs.

2.415.002.3 Term of Service

86-06-22-16/94-01-23-01

- A. This committee shall serve during the Society Year for which it is elected. (SBL 7.6)
- B. Committee Members and Alternates may serve no more than a total of 6 years on the committee, whether BOD elected or regionally elected. Service as chair or vice chair shall not be counted in this

6-year maximum service. A person who has attended a fall or winter meeting of the committee is considered to have served one full year.

Proposed:

2.415.002 MEMBERSHIP

2.415.002.1 Composition

86-06-22-16/91-06-23-01/94-01-23-01/99-06-20-11/01-01-28-01/10-01-24-02

- A. This committee shall consist of at least 22 voting members, including a chair and vice chair. (SBL 7.6)
- B. There shall be one member with one alternate from each region of the Society, selected by the Chapters Regional Committee of each respective region, and 8 members and 8 alternates selected by the Board of Directors. (SBL 7.6)
- C. The immediate Past President or the most recent Past President willing to serve shall serve as vice chair of the committee and then advance to chair when replaced as vice chair. (SBL 7.6)
- D. If a Board-elected Member cannot serve or attend either the fall or the winter meeting of the Committee, a Board-elected Alternate shall be appointed Board-elected Member by the chair. If a Board-elected Alternate cannot serve or attend either the fall or the winter meeting of the committee, a Board-elected "reserve" Alternate shall be appointed Board-elected Alternate by the chair. The replaced Member or Alternate may revert to "reserve" Alternate, as specified in the MOP.
- E. If a CRC-elected Member cannot attend either the fall or the winter meeting of the Committee, the CRC-elected Alternate shall become the Member. If a CRC-elected Alternate cannot attend either the fall or the winter meeting of the committee, the CRC-elected "reserve" Alternate shall become the Alternate representing the region. If replaced, the originally elected Member or Alternate may then serve as the "reserve" Alternate.
- F. If neither the Member nor the Alternate elected by the CRC can serve, the CRC-elected "reserve" Alternate shall become the Member representing the region. If no one elected by the CRC is able to serve, the DRC may appoint a Member to represent the region.
- G. If the region does not have a representative in attendance at the fall meeting of the Nominating Committee, but has a member and/or alternate at the winter meeting, the region shall have voice but no vote at the winter meeting of the committee. Attendance by the member and/or alternate at the winter meeting will count as one year toward the maximum of six years for which the individual can serve on the committee.

2.415.002.2 Qualifications

77-06-29-08

- A. The chair and vice chair of this committee shall be Past Presidents of the Society. (SBL 7.6)
- B. Each member of this committee shall hold the grade of Member or higher in the Society. Each shall have been a full Member in good standing in the Society for a period of at least 5 years at the time of selection. (SBL 7.6)
- C. There shall not be more than 3 members and 3 alternates from any one region, except for the chair and vice chair. (SBL 7.6)
- D. No member of the Board of Directors shall be eligible to serve on this committee. (SBL 7.6)
- E. If possible, the Member and Alternate to the committee shall be elected from individuals knowledgeable in Society affairs.

2.415.002.3 Term of Service

86-06-22-16/94-01-23-01

- A. Members and Alternates are elected annually for a single year of service. (SBL 7.6)
- B. Committee Members and Alternates may serve no more than a total of 6 years on the committee, whether BOD elected or regionally elected. Service as chair or vice chair shall not be counted in this 6-year maximum service. A person who has attended a fall or winter meeting of the committee is considered to have served one full year.

PLANNING COMMITTEE

Current:

2.416.002 MEMBERSHIP

2.416.002.1 Composition

02-01-13-19/04-06-27-08/05-06-26-16/09-06-21-13/12-06-24-12

This committee shall consist of the following:

- A. 7-12 voting members, including
 - 1. one Vice President,
 - 2. one Director-at-Large,
 - 3. one Director and Regional Chair
 - 4. one member who is serving on the YEA Committee at the time of appointment
 - 5. one member in good standing who need not have Board of Directors experience
 - 6. at least 2 to 7 other members of the Society who are serving or have served as Board members
- B. 2 non-voting members
 - 1. Executive Vice President
 - 2. One staff director

2.416.002.2 Qualifications

- A. All voting members except the member who represents YEA must hold the grade of Member or higher in the Society.
- B. All councils should be represented on the voting membership of the committee.
- C. Representation from outside North America should be considered.

2.416.002.3 Term of Service

85-06-26-11/86-06-25-09/94-06-26-04

- A. With the exception of the Executive Vice President, the Society Vice President and the Staff Director, service on this committee is intended to be for a 3-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president.
- B. The Executive Vice President shall be a permanent member of the committee.
- C. The Society Vice President shall serve one or two years contingent on his/her election as a Society Vice President and his/her appointment by the President-Elect.

Proposed:

2.416.002 MEMBERSHIP

2.416.002.1 Composition

02-01-13-19/04-06-27-08/05-06-26-16/09-06-21-13

The members of this committee are as follows.

- A. Between seven (7) and twelve (12) voting members, including a chair and vice chair.
- B. Voting members shall include:
 - 1. one Vice President (who serves as coordinating officer)
 - 2. one Director-at-Large
 - 3. one Director and Regional Chair
 - 4. one member who is serving on the YEA Committee at the time of appointment
 - 5. one member in good standing who need not have Board of Directors experience
 - 6. at least 2 to 7 other members of the Society who are serving or have served as Board members
- C. Non-voting members include the Executive Vice President and one Staff Director.

2.416.002.2 Qualifications

- A. All voting members except the member who represents YEA must hold the grade of Member or higher in the Society.
- B. All councils should be represented on the voting membership of the committee.
- C. Representation from outside North America should be considered.

2.416.002.3 Term of Service

85-06-26-11/86-06-25-09/94-06-26-04

- A. The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.
- B. The term of service of the Vice President shall be limited by their term in office.

PRESIDENT-ELECT ADVISORY COMMITTEE

Current:

2.417.002 MEMBERSHIP

2.417.002.1 Composition

This committee shall consist of eleven voting members, including the President-Elect who is the chair, the Treasurer who is the vice chair, and the nine (9) Directors-at-Large.

2.417.002.2 Qualifications

The chair of this committee shall be the President-Elect.

The vice chair of this committee shall be the Treasurer.

The members of this committee shall be the Directors-at-Large.

2.417.002.3 Term of Service

Service on this committee is for the term for which the members have been elected. (95-06-25-3A)

Proposed:

2.417.002 MEMBERSHIP

2.417.002.1 Composition

This committee shall consist of eleven (11) voting members, including the President-Elect who is the chair, the Treasurer who is the vice chair, and the nine (9) Directors-at-Large.

2.417.002.2 Qualifications

Member qualifications are determined by committee composition.

2.417.002.3 Term of Service

Service on this committee is for the term for which the members have been elected. (95-06-25-3A)

PROFESSIONAL DEVELOPMENT COMMITTEE

Current:

2.418.002 MEMBERSHIP

2.418.002.1 Composition

02-01-16-24/04-01-28-32

The members of this committee are as follows:

- A. Twelve (12) voting members, including a chair and a two vice chairs ()
- B. Board ex-officio and coordinating officer

2.418.002.1 Qualifications

- A. Membership should include broad representation from the HVAC&R industry. No one interest group should dominate the membership.
- B. A majority of the committee members should have experience as developers or providers of continuing education products to provide academic rigor to the Committee's products and curriculum. These include
 - 1. Design professionals or contractors that provide seminars to others of their trade.
 - 2. Educators that teach HVAC&R application courses.
 - 3. Manufacturers that provide educational programs either to their internal staff or in support of the HVAC&R industry.
 - 4. People that develop curricula or certificate programs in building sciences.
- C. Several members should have recent experience with distance learning technologies.
- D. Members of the committee are prohibited from working as course development contractors during their tenure on the committee (05-02-06-02).

2.418.002.3 Term of Service

- A. Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.
- B. The chair of the committee shall be a non-voting member of the Publishing and Education Council. (93-01-24-09)

Proposed:

2.418.002 MEMBERSHIP

2.418.002.1 Composition

02-01-16-24/04-01-28-32

The members of this committee are as follows:

- A. Twelve (12) voting members, including a chair and two vice chairs
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.418.002.1 Qualifications

- A. Membership should include broad representation from the HVAC&R industry. No one interest group should dominate the membership.
- B. A majority of the committee members should have experience as developers or providers of continuing education products to provide academic rigor to the Committee's products and curriculum. These include
 - 1. Design professionals or contractors that provide seminars to others of their trade.
 - 2. Educators that teach HVAC&R application courses.
 - 3. Manufacturers that provide educational programs either to their internal staff or in support of the HVAC&R industry.
 - 4. People that develop curricula or certificate programs in building sciences.
- C. Several members should have recent experience with distance learning technologies.

D. Members of the committee are prohibited from working as course development contractors during their tenure on the committee (05-02-06-02).

2.418.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

PUBLICATIONS COMMITTEE

Current:

2.419.002 MEMBERSHIP

2.419.002.1 Composition

The members of this committee are as follows

- A. Ten (10) voting members, including a chair and a vice chair
- B. Board ex-officio and coordinating officer

2.419.002.2 Qualifications

- A. All members of the committee shall hold the grade of Associate Member or higher in the Society.
- B. Members should have an awareness of the current technical information needs of various segments of the HVAC&R industry.
- C. Membership should include broad representation from the HVAC&R industry including the academic, design, construction, facility operations and manufacturing communities.
- D. At least three members should have recent experience with the production or writing of technical publications or periodicals.

2.419.002.3 Term of Service

- A. Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.
- B. The chair of the committee shall be a non-voting member of the Publishing and Education Council. (93-01-24-09)

Proposed:

2.419.002 MEMBERSHIP

2.419.002.1 Composition

The members of this committee are as follows

- A. Ten (10) voting members, including a chair and a vice chair
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.419.002.2 Qualifications

- A. Members should have an awareness of the current technical information needs of various segments of the HVAC&R industry.
- B. Membership should include broad representation from the HVAC&R industry including the academic, design, construction, facility operations and manufacturing communities.
- C. At least three members should have recent experience with the production or writing of technical publications or periodicals.

2.419.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

REFRIGERATION COMMITTEE

Current:

2.420.002 MEMBERSHIP

2.420.002.1 Composition (06-01-26)

The members of this committee are as follows

- A. Twelve (12) voting members, including a chair and a vice chair (91-01-24-63/99-01-28-80/99-06-24-36/00-02-10-64B/06-01-25/26-29)
- B. Board ex-officio and coordinating officer shall be assigned
- C. One member of the committee shall also serve as a liaison to the Chapter Technology Transfer Committee.
- D. Membership should include a cross-section of the refrigeration industry.

2.420.002.2 Qualifications

Committee members should be refrigeration-oriented persons. (84-02-02-25/86-01-23-42/99-06-24-36)

2.420.002.3 Term of Service

- A. Service on this committee for the members is intended to be for a 3-year term. Service on this committee for the Chair, Vice Chair, BOD ex-officio and Coordinating Officer is intended to be for a one-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. (85-06-26-11/86-06-25-09/94-06-26-04/99-01-28-80/00-02-10-64B)
- B. The chair of the committee shall be a non-voting member of the Technology Council. (93-01-24-09)

Proposed:

2.420.002 MEMBERSHIP

2.420.002.1 Composition (06-01-26)

The members of this committee are as follows

- A. Twelve (12) voting members, including a chair and a vice chair (91-01-24-63/99-01-28-80/99-06-24-36/00-02-10-64B/06-01-25/26-29)
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.420.002.2 Qualifications

Committee members should be refrigeration-oriented persons and should include a cross-section of the refrigeration industry.

2.420.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

RESEARCH ADMINISTRATION COMMITTEE

Current:

2.421.002 MEMBERSHIP

2.421.002.1 Composition 06-01-26-34/08-10-24-20

The members of this committee are as follows

- A. Fourteen (14) voting members, including a chair and a vice chair
- B. Board ex-officio and coordinating officer
- C. It is desirable that at least one member reside outside the U.S. and Canada.(06-01-26-33)
- D. Organizational liaisons

2.421.002.2 Qualifications

- A. All members of this committee shall be of Member grade or higher.
- B. See *Qualifications for new RAC Members* in 2.421.003. (89-02-02-62A)

2.421.002.3 Term of Service

Service on this committee is by BOD election. All members shall be elected to serve for terms of four years commencing after the next Annual Meeting of the Society. (94-06-26-04/00-02-10-59/07-06-27-29)

2.421.003 Recommended Qualifications for New RAC Members

2.421.003.1

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

A. Experience

1. Candidates shall be current members of the Society, in Member grade or higher, and have been active members for a minimum of five years. (ROB Vol. 2)
2. Candidates normally will have served on more than one Technical Committee (TC), Task Group (TG), Multidisciplinary Task Group (MTG), or Technical Resource Group (TRG), for an aggregate of ten or more committee years.
3. All members of this committee should have significant experience with ASHRAE research activities in one or more technical committee (TC), task group (TG), or standing standards project committee (SSPC). (07-06-27-29)
4. Candidates should have regularly attended Winter and Annual Society meetings for a minimum period of five years. An occasional absence does not disqualify a candidate who had regularly attended these meetings for a correspondingly longer period, provided that the absences do not suggest a pattern that would interfere with an RAC appointment.
5. Whenever possible, candidates having also previously served on other Standing Committees should be considered.

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

C. Logistics

1. RAC members are elected for four-year terms, implying a long-term commitment of effort and support. Candidates nearing planned retirement or having already retired from their business and professional roles must be willing and able to continue their RAC functions following the transition. While retirement may afford increased time for committee functions, most RAC members have found that appointment also entails significant non-reimbursable costs to cover meeting attendance and logistics. ASHRAE does reimburse airline or comparable travel costs for prescribed RAC meetings, but does not defray the other costs.

2. Candidates should be prepared to attend the Annual and Winter Meetings, RAC and subcommittee meetings on the preceding Fridays and Saturdays, and two additional Saturday/Sunday meetings in the fall and spring. Candidates residing overseas or in the western portions of Canada and the United States should recognize that travel is likely to require an additional day for each meeting, resulting in 16-20 days of travel, including 12-20 nights of un-reimbursed lodging, per year. Many employers defray these expenses, but not all do.
 3. RAC business typically requires an additional one to two days of work per month and may sporadically demand higher levels of involvement. Further, practical circumstances dictate that members provide or arrange for clerical (secretarial, reproduction, and mailing) support as well as communications by telephone.
- D. Qualifications
1. Proposed RAC members should be selected from individuals who satisfy the above criteria based on four prioritized objectives:
 - a. Demonstrated leadership abilities in Society functions;
 - b. Technical competence with attention to representing diverse disciplines on RAC;
 - c. Balanced representation of employment categories (e.g., design, manufacturing, research and academics), and
 - d. Balanced geographic representation.
 2. The staff liaison to RAC, in consultation with the current chair of RAC, will identify projected needs for new RAC members to achieve the appointments to RAC Executive Committee functions.
 3. Additional consideration should be given to individuals who have been active in technical areas that are currently priority issues to the Society and its membership. Examples include those currently involved in the chlorofluorocarbon refrigerant, environmental health and indoor air quality issues.

Proposed:

2.421.002 MEMBERSHIP

2.421.002.1 Composition 06-01-26-34/08-10-24-20

The members of this committee are as follows

- A. Fourteen (14) voting members, including a chair and a vice chair
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.421.002.2 Qualifications

- A. All members of this committee shall hold Member grade or higher in the Society.
- B. It is desirable that at least one member reside outside the U.S. and Canada. (06-01-26-33)
- C. See *Qualifications for new RAC Members* in 2.421.003. (89-02-02-62A)

2.421.002.3 Term of Service

The term of service for voting members is intended to be four (4) years, subject to ROB 3.300 *Election and Appointment Procedures*.

2.421.003 Recommended Qualifications for New RAC Members

2.421.003.1

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

A. Experience

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

2. Candidates normally will have served on more than one Technical Committee (TC), Task Group (TG), Multidisciplinary Task Group (MTG), or Technical Resource Group (TRG), for an aggregate of ten or more committee years.
 3. All members of this committee should have significant experience with ASHRAE research activities in one or more technical committee (TC), task group (TG), or standing standards project committee (SSPC). (07-06-27-29)
 4. Candidates should have regularly attended Winter and Annual Society meetings for a minimum period of five years. An occasional absence does not disqualify a candidate who had regularly attended these meetings for a correspondingly longer period, provided that the absences do not suggest a pattern that would interfere with an RAC appointment.
 5. Whenever possible, candidates having also previously served on other Standing Committees should be considered.
- B. Conflicts - Individuals expected to serve on other Standing Committees or currently serving their first year (or subsequent years if reappointment is likely) as chair of a TC/TG/MTG/TRG, or as vice chair of a TC/TG/MTG/TRG should not be further considered for RAC appointments for the year under consideration.
- C. Logistics
1. RAC members are elected for four-year terms, implying a long-term commitment of effort and support. Candidates nearing planned retirement or having already retired from their business and professional roles must be willing and able to continue their RAC functions following the transition. While retirement may afford increased time for committee functions, most RAC members have found that appointment also entails significant non-reimbursable costs to cover meeting attendance and logistics. ASHRAE does reimburse airline or comparable travel costs for prescribed RAC meetings, but does not defray the other costs.
 2. Candidates should be prepared to attend the Annual and Winter Meetings, RAC and subcommittee meetings on the preceding Fridays and Saturdays, and two additional Saturday/Sunday meetings in the fall and spring. Candidates residing overseas or in the western portions of Canada and the United States should recognize that travel is likely to require an additional day for each meeting, resulting in 16-20 days of travel, including 12-20 nights of un-reimbursed lodging, per year. Many employers defray these expenses, but not all do.
 3. RAC business typically requires an additional one to two days of work per month and may sporadically demand higher levels of involvement. Further, practical circumstances dictate that members provide or arrange for clerical (secretarial, reproduction, and mailing) support as well as communications by telephone.
- D. Qualifications
1. Proposed RAC members should be selected from individuals who satisfy the above criteria based on four prioritized objectives:
 - a. Demonstrated leadership abilities in Society functions;
 - b. Technical competence with attention to representing diverse disciplines on RAC;
 - c. Balanced representation of employment categories (e.g., design, manufacturing, research and academics), and
 - d. Balanced geographic representation.
 2. The staff liaison to RAC, in consultation with the current chair of RAC, will identify projected needs for new RAC members to achieve the appointments to RAC Executive Committee functions.
 3. Additional consideration should be given to individuals who have been active in technical areas that are currently priority issues to the Society and its membership. Examples include those currently involved in the chlorofluorocarbon refrigerant, environmental health and indoor air quality issues.

RESEARCH PROMOTION COMMITTEE

Current:

2.422.002 MEMBERSHIP

2.422.002.1 Composition

The members of this committee are as follows

- a. Voting membership shall consist of a chair, three vice chairs, and each regional vice chair-Research Promotion. (06-01-25-08)
- b. Board ex-officio and coordinating officer assigned as non-voting members

The President of ASHRAE Research Canada shall be appointed as a consultant to the ASHRAE Research Promotion Committee and travel expenses shall be paid to attend the meetings of this committee at the Society's Annual and Winter Meetings. (76-07-01-40/06-01-25/07-06-27-16)

2.422.002.2 Qualifications

Regional Vice Chairs shall be Members of the Society in good standing, and shall have been Members for three years prior to the start of their terms. (71-08-21-20/78-06-28-39/79-06-27-46/84-02-02-15)

2.422.002.3 Term of Service

Service on this committee is intended to be for a 3-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. (85-06-26-11/86-06-25-09/94-06-26-04)

The chair of the committee shall be a non-voting member of the Members Council. (93-01-24-09/03-07-02-11B)

Proposed:

2.422.002 MEMBERSHIP

2.422.002.1 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, a vice chair, and one representative from each region who serves as Regional Vice Chair.
- B. Non-voting members include a Board ex-officio member and coordinating officer.
- C. The President of ASHRAE Research Canada shall be appointed as a consultant to the ASHRAE Research Promotion Committee and travel expenses shall be paid to attend the meetings of this committee at the Society's Annual and Winter Meetings

2.422.002.2 Qualifications

Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing for three years prior to the start of their terms, and shall reside in the Region they represent.

2.422.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

SOCIETY RULES COMMITTEE

(520-168)

Current:

2.424.002 MEMBERSHIP

2.424.002.1 Composition (06-06-25-14/08-01-20-14)

The members of this committee are as follows

- a. Six (6) voting members, including a chair and a vice chair
- b. Coordinating officer

2.424.002.2 Qualifications (07-01-31-9B/08-01-20-14)

- 2.424.002.2.1 Either the chair or the vice chair shall be a current Board member.
- 2.424.002.2.2 Members should have demonstrated Society rules ability.
- 2.424.002.2.3 At least half of the members should have been prior members of the committee.
- 2.424.002.2.4 New members should be incoming officers of the Society or incoming Directors-at-Large.
- 2.424.002.2.5 All members shall have been members of the Society for 8 years prior to appointment.

2.424.002.3 Term of Service

Service on this committee is intended to be for a 3-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. (85-06-26-11/86-06-25-09/94-06-26-04/08-01-20-14)

Proposed:

2.424.002 MEMBERSHIP

2.424.002.1 Composition (06-06-25-14/08-01-20-14)

The members of this committee are as follows

- A. Six (6) voting members, including a chair and a vice chair
- B. Non-voting members include the coordinating officer.

2.424.002.2 Qualifications (07-01-31-9B/08-01-20-14)

- A. Either the chair or the vice chair shall be a current Board member.
- B. Members should have demonstrated Society rules ability.
- C. At least half of the members should have been prior members of the committee.
- D. New members should be incoming officers of the Society or incoming Directors-at-Large.
- E. All members shall have been members of the Society for 8 years prior to appointment.

2.424.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

STANDARDS COMMITTEE

(520-170)

Current:

2.425.002 MEMBERSHIP

2.425.002.1 Composition

The members of this committee are as follows:

- A. Twenty six (26) voting members, including a chair and a vice chair (05-11-21-02)
- B. Board ex-officio and coordinating officer

2.425.002.2 Qualifications

- A. Membership of this committee shall be open to all grades except Affiliate Members and Student Members. (12-06-27-25)
- B. Members shall be selected from various interest groups to prevent dominance of any single interest and may include representatives of interest groups such as manufacturers, consultants, educators, trade associations, government, testing/research laboratories, utilities, code bodies, contractors, consumers/users, and environmentalists.
- C. It is desirable that members have standards experience.
- D. Representation from Canada is desirable.

2.425.002.3 Term of Service

- A. Members shall be elected to serve for a term of four years commencing immediately upon the adjournment of the next Annual Meeting of the Society. (70-07-01-02/76-02-04-16/78-02-01-27/88-05-21-49)
- B. The chair and vice chair of the committee shall be non-voting members of the Technology Council. (93-01-24-09)

Proposed:

2.425.002 MEMBERSHIP

2.425.002.1 Composition

The members of this committee are as follows:

- A. Twenty six (26) voting members, including a chair and a vice chair (05-11-21-02)
- C. Non-voting members include a Board ex-officio member and coordinating officer.

2.425.002.2 Qualifications

- A. Members shall be selected from various interest groups to prevent dominance of any single interest and may include representatives of interest groups such as manufacturers, consultants, educators, trade associations, government, testing/research laboratories, utilities, code bodies, contractors, consumers/users, and environmentalists.
- B. It is desirable that members have standards experience.
- C. Representation from Canada is desirable.

2.425.002.3 Term of Service

The term of service for voting members is intended to be four (4) years, subject to ROB 3.300 *Election and Appointment Procedures*.

STUDENT ACTIVITIES COMMITTEE
(520-174)

Current:

2.427.002 MEMBERSHIP

2.427.002.1 Composition

The members of this committee are as follows

- a. Voting membership shall consist of a chair, a vice chair, one representative from each region who shall serve as regional vice chair and three accreditation representatives.
- b. Board ex-officio and coordinating officer
- c. A student branch officer from the host region shall be appointed by the president as a non-voting consultant to attend the meeting held in the student's region and to serve on the Student Activities Committee, with transportation, two nights hotel accommodations, admission to the Welcome Party, and an allowance of \$100.00 provided. (88-06/94-06-30-27/97-07-03-23/03-07-02-16/05-06-29-10/07-06-27-16)

2.427.002.2 Qualifications

Regional Vice Chairs shall be Members of the Society in good standing and shall have been Members for three years prior to the start of their terms. (71-08-21-20/78-06-28-39/88-05-21-57)

Accreditation representatives for ABET will be one ABET Board of Directors representative, one ABET Engineering Accreditation (EAC) Commissioner and one ABET Technical Accreditation (TAC) Commissioner.

2.427.002.3 Term of Service

Service on this committee is intended to be for a 3-year term. Accreditation representative shall serve for one 3-year term. Technology Commissioners shall serve for one 5-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. (85-06-25-11/86-06-25-09/94-06-26-04/05-06-29-10)

Proposed:

2.427.002 MEMBERSHIP

2.427.002.1 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, a vice chair, one representative from each region who shall serve as Regional Vice Chair, and three accreditation representatives.
- B. Non-voting members include a Board ex-officio member and coordinating officer.
- C. A student branch officer from the host region shall be appointed by the president as a non-voting consultant to attend the meeting held in the student's region and to serve on the Student Activities Committee, with transportation, two nights hotel accommodations, admission to the Welcome Party, and an allowance of \$100.00 provided. (88-06/94-06-30-27/97-07-03-23/03-07-02-16/05-06-29-10/07-06-27-16)

2.427.002.2 Qualifications

Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing for three years prior to the start of their terms, and shall reside in the Region they represent. Accreditation representatives for ABET will be one ABET Board of Directors representative, one ABET Engineering Accreditation (EAC) Commissioner and one ABET Technical Accreditation (TAC) Commissioner.

2.427.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*. Accreditation representatives shall serve for one 3-year term. Technology Commissioners shall serve for one 5-year term.

Comments:

Why are the three ABET representatives voting members of the committee?

Why does TAC commissioner serve a longer term than the ABET Board representative and EAC commissioner?

TECHNICAL ACTIVITIES COMMITTEE

(520-176)

Current:

2.428.002 MEMBERSHIP

2.428.002.1 Composition

The members of this committee are as follows

- Sixteen (16) voting members, including a chair and vice chair (06-01-22-15B)
- BOD ex-officio and coordinating officer
- At least one member shall reside outside the U.S. and Canada and shall have served on TCs as a voting member for at least three years.

2.428.002.2 Qualifications (98-06-25-35/06-06-29-20/08-06-25-15A/11-02-02-12)

All members of this committee shall be of Member grade or higher and have been active members for a minimum of three years immediately prior to joining TAC.

All members shall have held at least one leadership role in the Society as chair of a committee sometime prior to joining TAC.

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

All members should have regularly attended winter and annual Society meetings for a minimum period of three years. An occasional absence does not disqualify a member who had regularly attended these meetings for a considerably longer period, providing that the absences do not suggest a pattern that would interfere with TAC activities.

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

Whenever possible, candidates having also previously served on other standing committees should be considered.

Additional consideration should be given to individuals who have been active in technical areas that are currently priority issues to the Society and its membership.

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

Proposed TAC members should be selected from individuals who satisfy the above criteria based on four prioritized objectives:

- Demonstrated leadership abilities in Society functions;
- Technical competence with attention to representing diverse disciplines on TAC;
- Balanced representation of employment categories (e.g., design, manufacturing, research and academics), and
- Balanced geographic representation.

2.428.002.3 Term of Service

Members shall be elected to serve for terms of four years commencing after the next Annual Meeting of the Society. The chair and vice chair of the committee shall be non-voting members of Technology Council.

Proposed:

2.428.002 MEMBERSHIP

2.428.002.1 Composition

The members of this committee are as follows

- A. Sixteen (16) voting members, including a chair and vice chair (06-01-22-15B)
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.428.002.2 Qualifications (98-06-25-35/06-06-29-20/08-06-25-15A/11-02-02-12)

- A. All members of this committee shall hold Member grade or higher in the Society and shall have been members for three years prior to the start of their terms.
- B. At least one member shall reside outside the U.S. and Canada.
- C. All members shall have held at least one leadership role in the Society as chair of a technical committee prior to joining TAC.
- D. All members shall have served on at least one technical committee (TC), task group (TG), multidisciplinary task group (MTG), or technical resource group (TRG) as a voting member for an aggregate of three or more committee years sometime prior to joining TAC.
- E. All members should have regularly attended winter and annual Society meetings for a minimum period of three years. An occasional absence does not disqualify a member who had regularly attended these meetings for a considerably longer period, providing that the absences do not suggest a pattern that would interfere with TAC activities.
- F. Individuals expected to serve on other standing committees or currently serving as chair or vice chair of a TC/TG/MTG/TRG should not be considered for election to TAC for the year under consideration.
- G. Whenever possible, candidates having also previously served on other standing committees should be considered.
- H. Additional consideration should be given to individuals who have been active in technical areas that are currently priority issues to the Society and its membership.
- I. Individuals expected to serve on other standing committees or currently serving as chair or vice chair of a TC/TG/TRG should not be considered for election to TAC for the year under consideration.
- J. Proposed TAC members should be selected from individuals who satisfy the above criteria based on four prioritized objectives:
 - Demonstrated leadership abilities in Society functions;
 - Technical competence with attention to representing diverse disciplines on TAC;
 - Balanced representation of employment categories (e.g., design, manufacturing, research and academics), and
 - Balanced geographic representation.

2.428.002.3 Term of Service

The term of service for voting members is intended to be four (4) years, subject to ROB 3.300 *Election and Appointment Procedures*.

Comment:

The current rule includes a qualification that a committee member shall have been a “member” for three years. Do they mean “Member?”

CERTIFICATION COMMITTEE

(Established 07-01-31-04)

Current:

2.429.002 MEMBERSHIP

2.429.002.1 Composition - The members of this committee are as follows:

- A. Seven (7) voting members, including a chair and a vice chair
- B. Board ex-officio and coordinating officer
- C. At least 2 of the 7 voting members of the committee shall be current ASHRAE certification-holders. (12-01-25-__)

2.429.002.2 Qualifications

- A. Members should have an awareness of the current educational programs available from the Society and the technical information needs of various segments of the HVAC&R industry.
- B. Membership should include broad representation from the HVAC&R industry, including the academic, design, construction, facility operations, and manufacturing communities.
- C. The chair and vice chair shall hold the grade of Member or higher in the Society. (SBL 7.2)

2.429.002.3 Term of Service

Service on this committee is intended to be for a 3-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. (85-06-26-11/86-06-25-09/94-06-26-04)

Proposed:

2.429.002 MEMBERSHIP

2.429.002.1 Composition –

The members of this committee are as follows:

- A. Seven (7) voting members, including a chair and a vice chair
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.429.002.2 Qualifications

- A. The chair and vice chair shall hold the grade of Member or higher in the Society. (SBL 7.2)
- B. At least two (2) of the voting members shall be current ASHRAE certification-holders.
- C. Members should have an awareness of the current educational programs available from the Society and the technical information needs of various segments of the HVAC&R industry.
- D. Membership should include broad representation from the HVAC&R industry, including the academic, design, construction, facility operations, and manufacturing communities.

2.429.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE

(Established 07-06-24-09)

Current:

2.430.002 MEMBERSHIP

2.430.002.1 Composition (10-06-30-12B)

The members of this committee are as follows

- a. Up to 1 voting member from each region plus a chair and a vice chair
- b. Two non-voting liaisons, one each from Membership Promotion and Student Activities
- c. One non-voting consultant
- d. One staff liaison

2.430.002.2 Qualifications

Committee Members shall be members of the Society in good standing.

2.430.002.3 Term of Service

Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

Proposed:

2.430.002 MEMBERSHIP

2.430.002.1 Composition (10-06-30-12B)

The members of this committee are as follows

- A. Voting membership shall consist of a chair, a vice chair, and up to one representative from each Region.
- B. Non-voting members include a liaison from Membership Promotion, a liaison from Student Activities, one consultant, a Board ex-officio member, and the coordinating officer

2.430.002.2 Qualifications

None.

2.430.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

CONFERENCES AND EXPOSITIONS COMMITTEE

(Established July 1, 2008)

Current:

2.431.002 MEMBERSHIP

12-01-25-__

2.431.002.1 Composition - The members of this committee are as follows:

- A. Twenty-six (26) voting members, including a chair and a vice chair
- B. Two (2) non-voting members
 - 1. Board ex-officio
 - 2. Coordinating officer

2.431.002.2 Qualifications

- A. Members should have an awareness of the current technical information needs of various segments of the HVAC&R industry.
- B. Membership should include broad representation for the HVAC&R industry, including academic, design, construction, facility operations, and manufacturing companies.
- C. All members shall be Associate Member grade or higher.
- D. Members should have previous experience serving on technical or standing committees.
- E. Membership should include several members who have recently served as Technical Committee program subcommittee chairs.
- F. Members should have educational and technical background to bring balanced and mature judgment to bear in qualifying technical papers.
- G. Members should be available during the entire technical program and the commercialism review sessions.

2.431.002.3 Term of Service

Service on this committee is for a four-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.

Proposed:

2.431.002 MEMBERSHIP

12-01-25-__

2.431.002.1 Composition

The members of this committee are as follows:

- A. Twenty-six (26) voting members, including a chair and a vice chair
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.431.002.2 Qualifications

- A. Members should have an awareness of the current technical information needs of various segments of the HVAC&R industry.
- B. Membership should include broad representation for the HVAC&R industry, including academic, design, construction, facility operations, and manufacturing companies.
- C. Members should have previous experience serving on technical or standing committees.
- D. Membership should include several members who have recently served as Technical Committee program subcommittee chairs.
- E. Members should have educational and technical background to bring balanced and mature judgment to bear in qualifying technical papers.
- F. Members should be available during the entire technical program and the commercialism review sessions.

2.431.002.3 Term of Service

The term of service for voting members is intended to be four (4) years, subject to ROB 3.300 *Election and Appointment Procedures*.

BUILDING ENERGY QUOTIENT COMMITTEE

(Established 11-06-26-21C)

Current:

2.432.002 MEMBERSHIP

2.432.002.1

The members of this committee shall be as follows:

- Chair: A current or past member of the Board of Directors
- Vice-Chair: A current or past member of the Board of Directors
- Voting Members: One voting member from each council and 3 members-at-large
- Non-Voting Members: Consultants as required

2.432.002.2

Members-at-large should be considered for their broad business and marketing experience as well as their representation of building owners and/ or government agencies.

Proposed:

2.432.002 MEMBERSHIP

2.432.002.1 Composition

The members of this committee shall be as follows:

- A. Eight (8) voting members, including a chair and a vice chair.
- B. Voting membership shall include one member from each council.
- C. Non-voting members include the coordinating officer.

2.432.002.2 Qualifications

- A. The chair and vice chair shall be current or past members of the Board of Directors.
- B. Members-at-large should be considered for their broad business and marketing experience as well as their representation of building owners and/ or government agencies.

2.432.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

ROB Membership-Revised 21 Jan 2013

2.400 COMMITTEES

Proposed:

2.400.002 Membership

2.400.002.1

Committee members shall be elected or approved by the BOD in accordance with the Society Bylaws and as stated in the *Election and Appointment Procedures*, (Manuals and Procedures ROB Volume 3).

2.400.002.2

Unless otherwise provided, voting members of committees shall be voting members of ASHRAE.

Comments:

- The Bylaws specify that voting members include all grades except Affiliate and Student member grades.
- Also, should this be all members or just the voting members?

ADVOCACY COMMITTEE

Proposed:

2.402.002 MEMBERSHIP

2.402.002.1 Composition

The members of this committee are as follows

- A. Eight (8) voting members including a chair and vice-chair
- B. Non-voting members include the Director of the Government Affairs Office and the coordinating officer (if not also a voting member)

2.402.002.2 Qualifications

- A. The chair of the committee shall be either the President-Elect or a Past President of the Society.
- B. The vice chair shall be either the Treasurer or a Past President of the Society.
- C. Committee members should have broad knowledge and experience with the organization, activities, and policies of both ASHRAE and government.
- D. Members should have experience as ASHRAE Directors or Officers and/or government activities experience.

2.402.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

CHAPTER TECHNOLOGY TRANSFER COMMITTEE

Proposed:

2.403.002.1 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, a vice chair, one representative from each region who serves as Regional Vice Chair, one Chapter Programs Coordinator, and one communications coordinator
- B. Non-voting members comprise four consultants (government activities, Refrigeration Committee member, energy, technical), a Board ex-officio member, and a coordinating officer

2.403.002.2 Qualifications

Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing for three years prior to the start of their terms, and shall reside in the Region they represent

2.403.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

Comments:

Should RVCs have been Members for three years or members for three years?

CHAPTERS REGIONAL COMMITTEE

Proposed:

2.404.002 MEMBERSHIP

2.404.002.1 Composition

Each Chapters Regional Committee shall consist of one delegate and one alternate delegate selected by each chapter therein, and the Director who also serves as Regional Chair for the area, who shall be the chair of the committee. (SBL 7.5.)

2.404.002.2 Qualifications

The members of this committee are elected from within each region

2.404.002.3 Term of Service

The term of service for voting members is intended to be one (1) year.

ELECTRONIC COMMUNICATIONS COMMITTEE

Proposed:

2.405.002 MEMBERSHIP

2.405.002.1 Composition

The members of this committee are as follows

- C. Eight (8) voting members including the chair and two vice-chairs
- D. Non-voting members include a Board ex-officio member and coordinating officer

2.405.002.2 Qualifications

- A. Membership should include at least one past voting member from each council.
- B. A substantial number of the members shall have recent experience with electronic communications technologies.

2.405.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

ENVIRONMENTAL HEALTH COMMITTEE

Proposed:

2.406.002 MEMBERSHIP

2.406.002.1 Composition

The members of this committee are as follows

- A. Maximum of fifteen (15) voting members, including a chair and vice chair
- B. Voting members shall include:
 - 1. a past member of the Standards Committee
 - 2. a past member of Research Administration Committee (Research Liaison 2.0, 4.0, or 5.0)
 - 3. a physician
 - 4. a past chair of a technical committee involved in environmental health or indoor air quality issues (TC 2.1, 2.3, 2.4 or 4.3)
 - 5. at least one member from outside the U.S. and Canada
 - 6. a Health Professional (such as an industrial hygienist, an epidemiologist, or a public health official)
 - 7. a past Society officer who has recently served in that capacity. (85-06-27-58/86-06-22-22/98-01-16-16/07-03-02-6B)
- C. Non-voting members include a Board ex-officio member and coordinating officer

2.406.002.2 Qualifications

There is no member grade requirement for committee members, nor requirement for ASHRAE membership. However, it is essential that committee members have specialized professional experience in the area of indoor air quality or environmental health.

2.406.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

EXECUTIVE COMMITTEE

Proposed:

2.407.002 MEMBERSHIP

2.407.002.1 Composition

The members of this committee are as follows.

- A. The voting members are the President, President-Elect, Treasurer, and four elected Vice Presidents.
- B. Non-voting members include the Secretary.

2.407.002.2 Qualifications

Member qualifications are determined by committee composition.

2.407.002.3 Term of Service

The term of service for voting members is intended to be one (1) year.

FINANCE COMMITTEE

Proposed:

2.408.002 MEMBERSHIP

2.408.002.1 Composition (05-06-29-08)

The members of this committee are as follows

- A. Eight (8) voting members including the Treasurer, at least two Vice Presidents and up to five (5) at-large members of the Society. (SBL 7.4)
- B. The coordinating officer of the committee shall be the Treasurer. (520-102-001)
- C. The chair of this committee shall be the Treasurer.
- D. An officer from each council shall be a member of this committee.

2.408.002.2 Qualifications

It is suggested to the President-Elect that appointments to this committee be made of individuals who could be considered potential officer candidates. (67-01-29-14)

2.408.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*. The terms of committee service for the Treasurer and Vice Presidents are limited by their terms in office.

HANDBOOK COMMITTEE

Proposed:

2.409.002 MEMBERSHIP

2.409.002.1 Composition

The members of this committee are as follows.

- A. ?? (??) voting members including the chair and vice-chair.
- B. Membership shall include the volume subcommittee chairs??
- C. Non-voting members include a Board ex-officio member and coordinating officer.

2.409.002.2 Qualifications

- A. The chair, vice chair and volume subcommittee chairs shall hold the grade of Member or higher.
- B. Members should have TC handbook subcommittee experience and knowledge of a broad range of technical topics.

2.409.002.3 Term of Service

Appointments to each subcommittee shall be for a term sufficient to complete publication of the assigned volume. (85-06-26-11/86-06-25-09)

Comments:

The current rules do not specify the number of committee members. Need input from committee.

HISTORICAL COMMITTEE

Proposed:

2.410.002 MEMBERSHIP

2.410.002.1 Composition

The members of this committee are as follows.

- A. Seven (7) voting members including the chair and vice-chair.
- B. Non-voting members include a Board ex-officio member and coordinating officer.
- C. Corresponding members include a Regional Historian from each region.

2.410.002.2 Qualifications

It is recommended that at least one committee member be from outside the United States. (96-02-22-51/01-06-27-22B)

2.410.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

HONORS AND AWARDS COMMITTEE

Proposed:

2.411.002 MEMBERSHIP

89-06-29/90-06-14-23A/98-01-21-26

2.411.002.1 Composition

The members of this committee are as follows

- A. Eleven (11) voting members, including a chair and a vice chair.
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.411.002.2 Qualifications

- A. For balance, it is desirable that the committee membership include at least one Presidential Member, at least one Fellow, at least one resident of Canada, and at least one resident from outside the U.S. and Canada.
- B. Since the work of this committee is secret, members should have a reputation for discretion.
- C. All members should possess high professional stature.

2.411.002.3 Term of Service

93-01-24-09

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

JOINT EXPOSITION POLICY COMMITTEE

Proposed:

2.412.002 MEMBERSHIP

2.412.002.1 Composition

The Joint Exposition Policy Committee shall be comprised of three voting members from each co-sponsor of the AHR Expo and additional non-voting members as determined by each.

- A. The ASHRAE voting members of the Joint Exposition Policy Committee shall include:
 - 1. one Presidential Member (who shall also serve as chair of the Joint Exposition Policy Committee when it is ASHRAE's term to provide that chair),
 - 2. one current or immediate past member of the Executive Committee (at the time of the original appointment),
 - 3. one other member of the ASHRAE Board of Directors (at the time of the original appointment)
- B. The ASHRAE non-voting members of the Joint Exposition Policy Committee shall include:
 - 1. the Executive Vice President
 - 2. the chair and vice chair of the Conferences and Expositions Committee (CEC)
 - 3. one other member of CEC appointed by the CEC chair who is expected to serve as technical program chair of the next winter meeting.

2.412.002.2 Qualifications

Member qualifications are determined by committee composition.

2.412.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*, though members can serve a second term if reappointed. The Presidential Member is eligible for re-appointment without limit.

MEMBERSHIP PROMOTION COMMITTEE

Proposed:

2.414.002 MEMBERSHIP

2.414.002.1 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, a vice chair, and one representative from each region who shall serve as Regional Vice Chair.
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.414.002.2 Qualifications

Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing for three years prior to the start of their terms, and shall reside in the Region they represent.

2.414.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

2.415 NOMINATING COMMITTEE

Proposed:

2.415.002 MEMBERSHIP

2.415.002.1 Composition

86-06-22-16/91-06-23-01/94-01-23-01/99-06-20-11/01-01-28-01/10-01-24-02

- A. This committee shall consist of at least 22 voting members, including a chair and vice chair. (SBL 7.6)
- B. There shall be one member with one alternate from each region of the Society, selected by the Chapters Regional Committee of each respective region, and 8 members and 8 alternates selected by the Board of Directors. (SBL 7.6)
- C. The immediate Past President or the most recent Past President willing to serve shall serve as vice chair of the committee and then advance to chair when replaced as vice chair. (SBL 7.6)
- D. If a Board-elected Member cannot serve or attend either the fall or the winter meeting of the Committee, a Board-elected Alternate shall be appointed Board-elected Member by the chair. If a Board-elected Alternate cannot serve or attend either the fall or the winter meeting of the committee, a Board-elected "reserve" Alternate shall be appointed Board-elected Alternate by the chair. The replaced Member or Alternate may revert to "reserve" Alternate, as specified in the MOP.
- E. If a CRC-elected Member cannot attend either the fall or the winter meeting of the Committee, the CRC-elected Alternate shall become the Member. If a CRC-elected Alternate cannot attend either the fall or the winter meeting of the committee, the CRC-elected "reserve" Alternate shall become the Alternate representing the region. If replaced, the originally elected Member or Alternate may then serve as the "reserve" Alternate.
- F. If neither the Member nor the Alternate elected by the CRC can serve, the CRC-elected "reserve" Alternate shall become the Member representing the region. If no one elected by the CRC is able to serve, the DRC may appoint a Member to represent the region.
- G. If the region does not have a representative in attendance at the fall meeting of the Nominating Committee, but has a member and/or alternate at the winter meeting, the region shall have voice but no vote at the winter meeting of the committee. Attendance by the member and/or alternate at the winter meeting will count as one year toward the maximum of six years for which the individual can serve on the committee.

2.415.002.2 Qualifications

77-06-29-08

- A. The chair and vice chair of this committee shall be Past Presidents of the Society. (SBL 7.6)
- B. Each member of this committee shall hold the grade of Member or higher in the Society. Each shall have been a full Member in good standing in the Society for a period of at least 5 years at the time of selection. (SBL 7.6)
- C. There shall not be more than 3 members and 3 alternates from any one region, except for the chair and vice chair. (SBL 7.6)
- D. No member of the Board of Directors shall be eligible to serve on this committee. (SBL 7.6)
- E. If possible, the Member and Alternate to the committee shall be elected from individuals knowledgeable in Society affairs.

2.415.002.3 Term of Service

86-06-22-16/94-01-23-01

- A. Members and Alternates are elected annually for a single year of service. (SBL 7.6)
- B. Committee Members and Alternates may serve no more than a total of 6 years on the committee, whether BOD elected or regionally elected. Service as chair or vice chair shall not be counted in this 6-year maximum service. A person who has attended a fall or winter meeting of the committee is considered to have served one full year.

PLANNING COMMITTEE

Proposed:

2.416.002 MEMBERSHIP

2.416.002.1 Composition

02-01-13-19/04-06-27-08/05-06-26-16/09-06-21-13

The members of this committee are as follows.

- A. Between seven (7) and twelve (12) voting members, including a chair and vice chair.
- B. Voting members shall include:
 - 1. one Vice President (who serves as coordinating officer)
 - 2. one Director-at-Large
 - 3. one Director and Regional Chair
 - 4. one member who is serving on the YEA Committee at the time of appointment
 - 5. one member in good standing who need not have Board of Directors experience
 - 6. at least 2 to 7 other members of the Society who are serving or have served as Board members
- C. Non-voting members include the Executive Vice President and one Staff Director.

2.416.002.2 Qualifications

- A. All voting members except the member who represents YEA must hold the grade of Member or higher in the Society.
- B. All councils should be represented on the voting membership of the committee.
- C. Representation from outside North America should be considered.

2.416.002.3 Term of Service

85-06-26-11/86-06-25-09/94-06-26-04

- A. The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.
- B. The term of service of the Vice President shall be limited by their term in office.

PRESIDENT-ELECT ADVISORY COMMITTEE

Proposed:

2.417.002 MEMBERSHIP

2.417.002.1 Composition

This committee shall consist of eleven (11) voting members, including the President-Elect who is the chair, the Treasurer who is the vice chair, and the nine (9) Directors-at-Large.

2.417.002.2 Qualifications

Member qualifications are determined by committee composition.

2.417.002.3 Term of Service

Service on this committee is for the term for which the members have been elected. (95-06-25-3A)

PROFESSIONAL DEVELOPMENT COMMITTEE

Proposed:

2.418.002 MEMBERSHIP

2.418.002.1 Composition

02-01-16-24/04-01-28-32

The members of this committee are as follows:

- A. Twelve (12) voting members, including a chair and two vice chairs
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.418.002.1 Qualifications

- A. Membership should include broad representation from the HVAC&R industry. No one interest group should dominate the membership.
- B. A majority of the committee members should have experience as developers or providers of continuing education products to provide academic rigor to the Committee's products and curriculum. These include
 - 1. Design professionals or contractors that provide seminars to others of their trade.
 - 2. Educators that teach HVAC&R application courses.
 - 3. Manufacturers that provide educational programs either to their internal staff or in support of the HVAC&R industry.
 - 4. People that develop curricula or certificate programs in building sciences.
- C. Several members should have recent experience with distance learning technologies.
- D. Members of the committee are prohibited from working as course development contractors during their tenure on the committee (05-02-06-02).

2.418.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

PUBLICATIONS COMMITTEE

Proposed:

2.419.002 MEMBERSHIP

2.419.002.1 Composition

The members of this committee are as follows

- A. Ten (10) voting members, including a chair and a vice chair
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.419.002.2 Qualifications

- A. Members should have an awareness of the current technical information needs of various segments of the HVAC&R industry.
- B. Membership should include broad representation from the HVAC&R industry including the academic, design, construction, facility operations and manufacturing communities.
- C. At least three members should have recent experience with the production or writing of technical publications or periodicals.

2.419.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

REFRIGERATION COMMITTEE

Proposed:

2.420.002 MEMBERSHIP

2.420.002.1 Composition (06-01-26)

The members of this committee are as follows

- A. Twelve (12) voting members, including a chair and a vice chair (91-01-24-63/99-01-28-80/99-06-24-36/00-02-10-64B/06-01-25/26-29)
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.420.002.2 Qualifications

Committee members should be refrigeration-oriented persons and should include a cross-section of the refrigeration industry.

2.420.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

RESEARCH ADMINISTRATION COMMITTEE

Proposed:

2.421.002 MEMBERSHIP

2.421.002.1 Composition 06-01-26-34/08-10-24-20

The members of this committee are as follows

- A. Fourteen (14) voting members, including a chair and a vice chair
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.421.002.2 Qualifications

- A. All members of this committee shall hold Member grade or higher in the Society.
- B. It is desirable that at least one member reside outside the U.S. and Canada.(06-01-26-33)
- C. See *Qualifications for new RAC Members* in 2.421.003. (89-02-02-62A)

2.421.002.3 Term of Service

The term of service for voting members is intended to be four (4) years, subject to ROB 3.300 *Election and Appointment Procedures*.

2.421.003 Recommended Qualifications for New RAC Members

2.421.003.1

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

A. Experience

- 1. Candidates shall be current members of the Society, in Member grade or higher, and have been active members for a minimum of five years. (ROB Vol. 2)
- 2. Candidates normally will have served on more than one Technical Committee (TC), Task Group (TG), Multidisciplinary Task Group (MTG), or Technical Resource Group (TRG), for an aggregate of ten or more committee years.
- 3. All members of this committee should have significant experience with ASHRAE research activities in one or more technical committee (TC), task group (TG), or standing standards project committee (SSPC). (07-06-27-29)
- 4. Candidates should have regularly attended Winter and Annual Society meetings for a minimum period of five years. An occasional absence does not disqualify a candidate who had regularly attended these meetings for a correspondingly longer period, provided that the absences do not suggest a pattern that would interfere with an RAC appointment.
- 5. Whenever possible, candidates having also previously served on other Standing Committees should be considered.

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

C. Logistics

- 1. RAC members are elected for four-year terms, implying a long-term commitment of effort and support. Candidates nearing planned retirement or having already retired from their business and professional roles must be willing and able to continue their RAC functions following the transition. While retirement may afford increased time for committee functions, most RAC members have found that appointment also entails significant non-reimbursable costs to cover meeting attendance and logistics. ASHRAE does reimburse airline or comparable travel costs for prescribed RAC meetings, but does not defray the other costs.

2. Candidates should be prepared to attend the Annual and Winter Meetings, RAC and subcommittee meetings on the preceding Fridays and Saturdays, and two additional Saturday/Sunday meetings in the fall and spring. Candidates residing overseas or in the western portions of Canada and the United States should recognize that travel is likely to require an additional day for each meeting, resulting in 16-20 days of travel, including 12-20 nights of un-reimbursed lodging, per year. Many employers defray these expenses, but not all do.
3. RAC business typically requires an additional one to two days of work per month and may sporadically demand higher levels of involvement. Further, practical circumstances dictate that members provide or arrange for clerical (secretarial, reproduction, and mailing) support as well as communications by telephone.

D. Qualifications

1. Proposed RAC members should be selected from individuals who satisfy the above criteria based on four prioritized objectives:
 - a. Demonstrated leadership abilities in Society functions;
 - b. Technical competence with attention to representing diverse disciplines on RAC;
 - c. Balanced representation of employment categories (e.g., design, manufacturing, research and academics), and
 - d. Balanced geographic representation.
2. The staff liaison to RAC, in consultation with the current chairman of RAC, will identify projected needs for new RAC members to achieve the appointments to RAC Executive Committee functions.
3. Additional consideration should be given to individuals who have been active in technical areas that are currently priority issues to the Society and its membership. Examples include those currently involved in the chlorofluorocarbon refrigerant, environmental health and indoor air quality issues.

RESEARCH PROMOTION COMMITTEE

Proposed:

2.422.002 MEMBERSHIP

2.422.002.1 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, a vice chair, and one representative from each region who serves as Regional Vice Chair.
- B. Non-voting members include a Board ex-officio member and coordinating officer.
- C. The President of ASHRAE Research Canada shall be appointed as a consultant to the ASHRAE Research Promotion Committee and travel expenses shall be paid to attend the meetings of this committee at the Society's Annual and Winter Meetings

2.422.002.2 Qualifications

Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing for three years prior to the start of their terms, and shall reside in the Region they represent.

2.422.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

SOCIETY RULES COMMITTEE

(520-168)

Proposed:

2.424.002 MEMBERSHIP

2.424.002.1 Composition (06-06-25-14/08-01-20-14)

The members of this committee are as follows

- A. Six (6) voting members, including a chair and a vice chair
- B. Non-voting members include the coordinating officer.

2.424.002.2 Qualifications (07-01-31-9B/08-01-20-14)

- A. Either the chair or the vice chair shall be a current Board member.
- B. Members should have demonstrated Society rules ability.
- C. At least half of the members should have been prior members of the committee.
- D. New members should be incoming officers of the Society or incoming Directors-at-Large.
- E. All members shall have been members of the Society for 8 years prior to appointment.

2.424.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

STANDARDS COMMITTEE

(520-170)

Proposed:

2.425.002 MEMBERSHIP

2.425.002.1 Composition

The members of this committee are as follows:

- A. Twenty six (26) voting members, including a chair and a vice chair (05-11-21-02)
- C. Non-voting members include a Board ex-officio member and coordinating officer.

2.425.002.2 Qualifications

- A. Members shall be selected from various interest groups to prevent dominance of any single interest and may include representatives of interest groups such as manufacturers, consultants, educators, trade associations, government, testing/research laboratories, utilities, code bodies, contractors, consumers/users, and environmentalists.
- B. It is desirable that members have standards experience.
- C. Representation from Canada is desirable.

2.425.002.3 Term of Service

The term of service for voting members is intended to be four (4) years, subject to ROB 3.300 *Election and Appointment Procedures*.

STUDENT ACTIVITIES COMMITTEE
(520-174)

Proposed:

2.427.002 MEMBERSHIP

2.427.002.1 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, a vice chair, one representative from each region who shall serve as Regional Vice Chair, and three accreditation representatives.
- B. Non-voting members include a Board ex-officio member and coordinating officer.
- C. A student branch officer from the host region shall be appointed by the president as a non-voting consultant to attend the meeting held in the student's region and to serve on the Student Activities Committee, with transportation, two nights hotel accommodations, admission to the Welcome Party, and an allowance of \$100.00 provided. (88-06/94-06-30-27/97-07-03-23/03-07-02-16/05-06-29-10/07-06-27-16)

2.427.002.2 Qualifications

Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing for three years prior to the start of their terms, and shall reside in the Region they represent. Accreditation representatives for ABET will be one ABET Board of Directors representative, one ABET Engineering Accreditation (EAC) Commissioner and one ABET Technical Accreditation (TAC) Commissioner.

2.427.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*. Accreditation representatives shall serve for one 3-year term. Technology Commissioners shall serve for one 5-year term.

Comments:

Why are the three ABET representatives voting members of the committee?
Why does TAC commissioner serve a longer term than the ABET Board representative and EAC commissioner?

TECHNICAL ACTIVITIES COMMITTEE

(520-176)

Proposed:

2.428.002 MEMBERSHIP

2.428.002.1 Composition

The members of this committee are as follows

- A. Sixteen (16) voting members, including a chair and vice chair (06-01-22-15B)
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.428.002.2 Qualifications (98-06-25-35/06-06-29-20/08-06-25-15A/11-02-02-12)

- A. All members of this committee shall hold Member grade or higher in the Society and shall have been members for three years prior to the start of their terms.
- B. At least one member shall reside outside the U.S. and Canada.
- C. All members shall have held at least one leadership role in the Society as chair of a technical committee prior to joining TAC.
- D. All members shall have served on at least one technical committee (TC), task group (TG), multidisciplinary task group (MTG), or technical resource group (TRG) as a voting member for an aggregate of three or more committee years sometime prior to joining TAC.
- E. All members should have regularly attended winter and annual Society meetings for a minimum period of three years. An occasional absence does not disqualify a member who had regularly attended these meetings for a considerably longer period, providing that the absences do not suggest a pattern that would interfere with TAC activities.
- F. Individuals expected to serve on other standing committees or currently serving as chairman or vice chairman of a TC/TG/MTG/TRG should not be considered for election to TAC for the year under consideration.
- G. Whenever possible, candidates having also previously served on other standing committees should be considered.
- H. Additional consideration should be given to individuals who have been active in technical areas that are currently priority issues to the Society and its membership.
- I. Individuals expected to serve on other standing committees or currently serving as chairman or vice chairman of a TC/TG/TRG should not be considered for election to TAC for the year under consideration.
- J. Proposed TAC members should be selected from individuals who satisfy the above criteria based on four prioritized objectives:
 - Demonstrated leadership abilities in Society functions;
 - Technical competence with attention to representing diverse disciplines on TAC;
 - Balanced representation of employment categories (e.g., design, manufacturing, research and academics), and
 - Balanced geographic representation.

2.428.002.3 Term of Service

The term of service for voting members is intended to be four (4) years, subject to ROB 3.300 *Election and Appointment Procedures*.

Comment:

The current rule includes a qualification that a committee member shall have been a "member" for three years. Do they mean "Member?"

CERTIFICATION COMMITTEE

(Established 07-01-31-04)

Proposed:

2.429.002 MEMBERSHIP

2.429.002.1 Composition –

The members of this committee are as follows:

- A. Seven (7) voting members, including a chair and a vice chair
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.429.002.2 Qualifications

- A. The chair and vice chair shall hold the grade of Member or higher in the Society. (SBL 7.2)
- B. At least two (2) of the voting members shall be current ASHRAE certification-holders.
- C. Members should have an awareness of the current educational programs available from the Society and the technical information needs of various segments of the HVAC&R industry.
- D. Membership should include broad representation from the HVAC&R industry, including the academic, design, construction, facility operations, and manufacturing communities.

2.429.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE

(Established 07-06-24-09)

Proposed:

2.430.002 MEMBERSHIP

2.430.002.1 Composition (10-06-30-12B)

The members of this committee are as follows

- A. Voting membership shall consist of a chair, a vice chair, and up to one representative from each Region.
- B. Non-voting members include a liaison from Membership Promotion, a liaison from Student Activities, one consultant, a Board ex-officio member, and the coordinating officer

2.430.002.2 Qualifications

None.

2.430.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

CONFERENCES AND EXPOSITIONS COMMITTEE

(Established July 1, 2008)

Proposed:

2.431.002 MEMBERSHIP

12-01-25-__

2.431.002.1 Composition

The members of this committee are as follows:

- A. Twenty-six (26) voting members, including a chair and a vice chair
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.431.002.2 Qualifications

- A. Members should have an awareness of the current technical information needs of various segments of the HVAC&R industry.
- B. Membership should include broad representation for the HVAC&R industry, including academic, design, construction, facility operations, and manufacturing companies.
- C. Members should have previous experience serving on technical or standing committees.
- D. Membership should include several members who have recently served as Technical Committee program subcommittee chairs.
- E. Members should have educational and technical background to bring balanced and mature judgment to bear in qualifying technical papers.
- F. Members should be available during the entire technical program and the commercialism review sessions.

2.431.002.3 Term of Service

The term of service for voting members is intended to be four (4) years, subject to ROB 3.300 *Election and Appointment Procedures*.

BUILDING ENERGY QUOTIENT COMMITTEE

(Established 11-06-26-21C)

Proposed:

2.432.002 MEMBERSHIP

2.432.002.1 Composition

The members of this committee shall be as follows:

- A. Eight (8) voting members, including a chair and a vice chair.
- B. Voting membership shall include one member from each council.
- C. Non-voting members include the coordinating officer.

2.432.002.2 Qualifications

- A. The chair and vice chair shall be current or past members of the Board of Directors.
- B. Members-at-large should be considered for their broad business and marketing experience as well as their representation of building owners and/ or government agencies.

2.432.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

Attachment H.3

SRC Minutes 2013 Jan 29

ROB Membership-Track Revisions- 21 Jan 2013

2.400 COMMITTEES

Current:

Proposed:

2.400.002 ~~Election and Appointment Procedures~~ Membership

2.400.002.1

Committee members shall be elected or approved by the BOD in accordance with the Society Bylaws and as stated in the *Election and Appointment Procedures*, (Manuals and Procedures ROB Volume 3).

2.400.002.2

Unless otherwise provided, voting members of committees shall be voting members of ASHRAE.

Comments:

The

- Bylaws specify that voting members include all grades except Affiliate and Student member grades.
- Also, should this be all members or just the voting members?

ADVOCACY COMMITTEE

~~Current~~ Proposed:

2.402.002 MEMBERSHIP

2.402.002.1 Composition

~~This~~ The members of this committee shall consist of are as follows

A. Eight (8) voting members, including a chair and a vice chair appointed by
Non-voting members include the President.

B. The Director of the Washington Government Affairs Office shall be non- and the coordinating officer (if
not also a voting member of this committee.)

~~The President may appoint any person or persons to serve in a consulting capacity to this committee on an ad hoc basis.~~

2.402.002.2 Qualifications

~~The chair, vice chair and members of this committee shall be members entitled to vote in the Society~~

A. The chair of the committee shall be either the President-Elect or a Past President of the Society.

B. The vice chair shall be either the Treasurer or a Past President of the Society.

C. Committee members should have broad knowledge and experience with the organization, activities, and policies of both ASHRAE and government.

D. Members should have experience as ASHRAE Directors or Officers and/or government activities experience.

2.402.002.3 Term of Service ~~70-07-01-02/76-02-04-16/78-02-01-27/88-05-21-49~~

~~Members shall be appointed by the President, subject to approval by the BOD to serve a three-year term.~~

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

CHAPTER TECHNOLOGY TRANSFER COMMITTEE

Current:

2.403.002 MEMBERSHIP

Proposed:

2.403.002.1 Composition

The members of this committee are as follows

~~A. Nineteen (19) voting members including the~~ Voting membership shall consist of a chair ~~and two, a~~ vice-chairs, 14 regional vice chairs chair, one representative from each region who serves as Regional Vice Chair, one Chapter Programs Coordinator, and one communications coordinator; ~~in addition, six non~~

~~a.~~ B. Non-voting members, consisting of comprise four consultants (government activities, Refrigeration Committee member, energy, technical), a Board ex-officio member, and a coordinating officer ~~are assigned (96-02-21-34/98-06-24-10/06-01-22-11/06-06-28-09/07-06-27-16)~~

2.403.002.2 Qualifications

Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing ~~and shall have been Members~~ for three years prior to the start of their terms, and shall reside in the Region they represent, ~~and be nominated for the position by the respective CRC. (74-06-26-09)~~

2.403.002.3 Term of Service

~~Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.~~

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 Election and Appointment Procedures.

Comments:

Should RVCs have been Members for three years or members for three years?

CHAPTERS REGIONAL COMMITTEE

| ~~Current~~Proposed:

2.404.002 MEMBERSHIP

2.404.002.1 Composition

Each Chapters Regional Committee shall consist of one delegate and one alternate delegate selected by each chapter therein, and the Director who also serves as Regional Chair for the area, who shall be the chair of the committee. (SBL 7.5.)

2.404.002.2 Qualifications

The members of this committee are elected from within each region

2.404.002.3 Term of Service

| ~~Service on this committee~~The term of service for voting members is intended to be ~~for a one (1-)~~one (1-) year period.—.

ELECTRONIC COMMUNICATIONS COMMITTEE

| **Current**Proposed:

2.405.002 MEMBERSHIP

2.405.002.1 Composition

The members of this committee are as follows

| ~~A.C.~~ Eight (8) voting members including the chair and two vice-chairs

| ~~B.D.~~ Non-voting members include a Board ex-officio member and coordinating officer

2.405.002.2 Qualifications

A. Membership should include at least one past voting member from each council.

B. A substantial number of the members shall have recent experience with electronic communications technologies.

2.405.002.3 Term of Service

~~Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.~~

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

ENVIRONMENTAL HEALTH COMMITTEE

~~Current~~Proposed:

2.406.002 MEMBERSHIP

2.406.002.1 Composition

The members of this committee are as follows

A. Maximum of fifteen (15) voting members, including a chair and vice chair;

B. Voting members shall include:

1. a past member of the Standards Committee;

2. a past member of Research Administration Committee (Research Liaison 2.0, 4.0, or 5.0);

3. a physician;

4. a past chair of a technical committee involved in environmental health or indoor air quality issues (TC 2.1, 2.3, 2.4 or 4.3);

5. at least one member from outside the U.S. and Canada;

6. a Health Professional (such as an industrial hygienist, an epidemiologist, or a public health official);

~~A.~~7. a past Society officer who has recently served in that capacity. (85-06-27-58/86-06-22-22/98-01-16-16/07-03-02-6B)

~~B.C.~~ Non-voting members include a Board ex-officio member and coordinating officer

2.406.002.2 Qualifications

There is no member grade requirement for committee members, nor requirement for ASHRAE membership. However, it is essential that committee members have specialized professional experience in the area of indoor air quality or environmental health.

2.406.002.3 Term of Service

~~A.~~ ~~Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.~~

~~B.~~ ~~The chair of the committee shall be a non-voting member of the Technology Council. (93-01-24-09)~~

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 Election and Appointment Procedures.

EXECUTIVE COMMITTEE

| **Current**Proposed:

2.407.002 MEMBERSHIP

2.407.002.1 Composition

The members of ~~the Executive Committee shall be~~this committee are as follows.

A. The voting members are the President, President-Elect, Treasurer, and four elected Vice Presidents,
~~and.~~

B. Non-voting members include the Secretary, ~~who is a non-voting member.~~

2.407.002.2 Qualifications

~~Only Fellows, Life Members, and Members shall be eligible for election as President, President-Elect, Treasurer, or Vice President.~~

Member qualifications are determined by committee composition.

2.407.002.3 Term of Service

The ~~length of~~ term of ~~the~~service for voting members is intended to be one (1) year.

FINANCE COMMITTEE

| **Current**Proposed:

2.408.002 MEMBERSHIP

2.408.002.1 Composition (05-06-29-08)

The members of this committee are as follows

- a) ~~A.~~ A. Eight (8) voting members including the Treasurer, at least two Vice Presidents and up to five (5) ~~other~~at-large members of the Society. (SBL 7.4)
- b) ~~B.~~ B. The coordinating officer of the committee shall be the Treasurer. (520-102-001)
- c) ~~C.~~ C. The chair of this committee shall be the Treasurer.
- d) ~~D.~~ D. An officer from each council shall be a member of this committee.

2.408.002.2 Qualifications

It is suggested to the President-Elect that appointments to this committee be made of individuals who could be considered potential officer candidates. (67-01-29-14)

2.408.002.3 Term of Service

The ~~length of~~ term of ~~the~~service for voting members ~~(other than~~is intended to be three (3) years, subject to ROB 3.300 Election and Appointment Procedures. The terms of committee service for the Treasurer and ~~the~~ Vice Presidents) ~~is three years, two or more new members to be appointed each year. Length of term (including appointments to fill unexpired terms) should be specified at time of appointment. (85-06-26-11/86-06-25-09/94-06-26-03)~~ are limited by their terms in office.

HANDBOOK COMMITTEE

CurrentProposed:

2.409.002 MEMBERSHIP

2.409.002.1 Composition

~~This~~The members of this committee shall consist of a chair, a vice are as follows.

A. ?? (??) voting members including the chair and ~~members. There~~ vice-chair.

B. Membership shall ~~be~~ include the volume subcommittees with each subcommittee having responsibility for a specific volume of the *ASHRAE Handbook*. ~~Other subcommittees may be formed or dissolved by the committee chair as needed~~ chairs??

C. Non-voting members include a Board ex-officio member and coordinating officer.

2.409.002.2 Qualifications

A. The chair, vice chair and volume subcommittee chairs shall hold the grade of Member or higher.

~~B. All members of the committee shall be at least Associate Member grade in the Society.~~

B. Members should have TC handbook subcommittee experience and knowledge of a broad range of technical topics.

2.409.002.3 Term of Service

Appointments to each subcommittee shall be for a term sufficient to complete publication of the assigned volume. (85-06-26-11/86-06-25-09)

Comments:

The current rules do not specify the number of committee members. Need input from committee.

HISTORICAL COMMITTEE

~~Current~~Proposed:

2.410.002 MEMBERSHIP

2.410.002.1 Composition

The members of this committee are as follows.

~~A. This committee shall consist of seven~~Seven (7) voting members. ~~One of~~ including the ~~seven shall be~~ appointed as chair and ~~one as vice~~ chair. ~~In addition,~~

~~A.B. Non-voting members include a regional historian from each ASHRAE region is assigned as a corresponding member. A BOD ex-officio~~ Board ex-officio member and ~~a coordinating officer are assigned. (92-01-29-36C/98-01-16-13/06-06-28-11B/07-01-31-10/07-06-27-20).~~

~~B. Board ex-officio and coordinating officer~~

C. Corresponding members include a Regional Historian from each region.

2.410.002.2 Qualifications

It is recommended that at least one committee member be from outside the United States. (96-02-22-51/01-06-27-22B)

2.410.002.3 Term of Service

~~Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.~~

~~The chair of the committee shall be a non-voting member of the Publishing and Education Council. (93-01-24-09)~~

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

HONORS AND AWARDS COMMITTEE

| ~~Current~~Proposed:

2.411.002 MEMBERSHIP

89-06-29/90-06-14-23A/98-01-21-26

2.411.002.1 Composition

The members of this committee are as follows

- | ~~A.~~ A.—Eleven (11) voting members, including a chair and a vice chair.
| ~~B.~~ B.—Non-voting members include a Board ex-officio member and coordinating officer.

2.411.002.2 Qualifications

- | A. For balance, it is desirable that the committee membership include at least one Presidential Member, at least one Fellow, at least one resident of Canada, and at least one resident from outside the U.S. and Canada.
| B. Since the work of this committee is secret, members should have a reputation for discretion.
| C. All members should possess high professional stature.

2.411.002.3 Term of Service

93-01-24-09

- | ~~A.—Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.~~
| ~~B.—The chair of the committee shall be a non-voting member of the Members Council.~~

| The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

JOINT EXPOSITION POLICY COMMITTEE

Current:

2.412.001 SCOPE AND PURPOSE ~~71-07-01-07/73-06-25-09/87-03-27-Ex06/88-02-04-70/07-06-27-07/08-10-24-02/12-01-25~~

~~This committee is responsible for making policy decisions that guide the International Exposition Company's planning and execution of the International Air Conditioning, Heating, Refrigerating Exposition (AHR Expo). The committee also is responsible for recommending the time and place for the Winter Meeting of the Society.~~

Proposed:

2.412.002 MEMBERSHIP

2.412.002.1 Composition

The Joint Exposition Policy Committee shall be comprised of three voting members from each co-sponsor of the AHR Expo and additional non-voting members as determined by each.

- A. The ASHRAE voting members of the Joint Exposition Policy Committee shall include:
 - 1. one Presidential Member (who shall also serve as chair of the Joint Exposition Policy Committee when it is ASHRAE's term to provide that chair),
 - 2. one current or immediate past member of the Executive Committee (at the time of the original appointment),
 - 3. one other member of the ASHRAE Board of Directors (at the time of the original appointment)

- B. The ASHRAE non-voting members of the Joint Exposition Policy Committee shall include:
 - 1. the Executive Vice President
 - 2. the chair and vice chair of the Conferences and Expositions Committee (CEC)
 - 3. one other member of CEC appointed by the CEC chair who is expected to serve as technical program chair of the next winter meeting.

2.412.002.2 Qualifications

~~None~~

Member qualifications are determined by committee composition.

2.412.002.3 Term of Service

~~Each ASHRAE voting member shall be appointed~~The term of service for a voting members is intended to be three-year term- (3) years, subject to ROB 3.300 Election and Appointment Procedures, though members can be re-appointed for serve a second term; if reappointed. The Presidential Member is eligible for re-appointment without limit. ~~The terms of the voting members shall be staggered, with one voting member appointed each year by the President-Elect.~~

MEMBERSHIP PROMOTION COMMITTEE

~~Current~~Proposed:

2.414.002 MEMBERSHIP

2.414.002.1 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, a vice chair, and one representative from each region who shall serve as ~~regional vice chair~~Regional Vice Chair.
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.414.002.2 Qualifications

~~The~~ Regional Vice Chairs shall ~~be Members of~~ hold Member grade or higher in the Society ~~in good standing, and,~~ shall have been Members in the grade of Member and in good standing for ~~3~~three years prior to the start of their terms. ~~(71-08-21-20/78-06-28-39/88-05-21-57),~~ and shall reside in the Region they represent.

2.414.002.3 Term of Service

~~Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.~~

2.414.002.4

~~The chair of the committee shall be a non-voting member of the Members Council.~~

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

2.415 NOMINATING COMMITTEE

| ~~Current~~Proposed:

2.415.002 MEMBERSHIP

2.415.002.1 Composition

86-06-22-16/91-06-23-01/94-01-23-01/99-06-20-11/01-01-28-01/10-01-24-02

- A. This committee shall consist of at least 22 voting members, including a chair and vice chair. (SBL 7.6)
- B. There shall be one member with one alternate from each region of the Society, selected by the Chapters Regional Committee of each respective region, and 8 members and 8 alternates selected by the Board of Directors. (SBL 7.6)
- C. The immediate Past President or the most recent Past President willing to serve shall serve as vice chair of the committee and then advance to chair when replaced as vice chair. (SBL 7.6)
- D. If a Board-elected Member cannot serve or attend either the fall or the winter meeting of the Committee, a Board-elected Alternate shall be appointed Board-elected Member by the chair. If a Board-elected Alternate cannot serve or attend either the fall or the winter meeting of the committee, a Board-elected "reserve" Alternate shall be appointed Board-elected Alternate by the chair. The replaced Member or Alternate may revert to "reserve" Alternate, as specified in the MOP.
- E. If a CRC-elected Member cannot attend either the fall or the winter meeting of the Committee, the CRC-elected Alternate shall become the Member. If a CRC-elected Alternate cannot attend either the fall or the winter meeting of the committee, the CRC-elected "reserve" Alternate shall become the Alternate representing the region. If replaced, the originally elected Member or Alternate may then serve as the "reserve" Alternate.
- F. If neither the Member nor the Alternate elected by the CRC can serve, the CRC-elected "reserve" Alternate shall become the Member representing the region. If no one elected by the CRC is able to serve, the DRC may appoint a Member to represent the region.
- G. If the region does not have a representative in attendance at the fall meeting of the Nominating Committee, but has a member and/or alternate at the winter meeting, the region shall have voice but no vote at the winter meeting of the committee. Attendance by the member and/or alternate at the winter meeting will count as one year toward the maximum of six years for which the individual can serve on the committee.

| ~~A. H.—The President may appoint any person or persons to serve in a consulting capacity to any committee except the Nominating Committee. (SBL 7.2)~~

2.415.002.2 Qualifications

77-06-29-08

- A. The chair and vice chair of this committee shall be Past Presidents of the Society. (SBL 7.6)
- B. Each member of this committee shall hold the grade of Member or higher in the Society. Each shall have been a full Member in good standing in the Society for a period of at least 5 years at the time of selection. (SBL 7.6)
- C. There shall not be more than 3 members and 3 alternates from any one region, except for the chair and vice chair. (SBL 7.6)
- D. No member of the Board of Directors shall be eligible to serve on this committee. (SBL 7.6)
- E. If possible, the Member and Alternate to the committee shall be elected from individuals knowledgeable in Society affairs.

2.415.002.3 Term of Service

86-06-22-16/94-01-23-01

- A. ~~This committee shall serve during the Society Year for which it is~~Members and Alternates are elected annually for a single year of service. (SBL 7.6)
- B. Committee Members and Alternates may serve no more than a total of 6 years on the committee, whether BOD elected or regionally elected. Service as chair or vice chair shall not be counted in this

6-year maximum service. A person who has attended a fall or winter meeting of the committee is considered to have served one full year.

|

PLANNING COMMITTEE

~~Current~~Proposed:

2.416.002 MEMBERSHIP

2.416.002.1 Composition

02-01-13-19/04-06-27-08/05-06-26-16/09-06-21-13/~~12-06-24-12~~

~~This~~The members of this committee shall consist of the following: are as follows.

~~A. A.~~Between seven (7-) and twelve (12) voting members, including a chair and vice chair.

B. Voting members shall include:

1. one Vice President, (who serves as coordinating officer)

2. one Director-at-Large,

3. one Director and Regional Chair

4. one member who is serving on the YEA Committee at the time of appointment

5. one member in good standing who need not have Board of Directors experience

6. at least 2 to 7 other members of the Society who are serving or have served as Board members

~~B. 2 non~~Non-voting members

~~1.C. include the Executive Vice President and one Staff Director.~~

~~2. One staff director~~

2.416.002.2 Qualifications

A. All voting members except the member who represents YEA must hold the grade of Member or higher in the Society.

B. All councils should be represented on the voting membership of the committee.

C. Representation from outside North America should be considered.

2.416.002.3 Term of Service

85-06-26-11/86-06-25-09/94-06-26-04

~~A. With the exception of the Executive Vice President, the Society Vice President and the Staff Director, service on this committee is intended to be for a 3-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president.~~

~~B. The Executive A.~~ The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 Election and Appointment Procedures.

B. The term of service of the Vice President shall be a permanent member of the committee limited by their term in office.

~~C. The Society Vice President shall serve one or two years contingent on his/her election as a Society Vice President and his/her appointment by the President-Elect.~~

PRESIDENT-ELECT ADVISORY COMMITTEE

| ~~Current~~Proposed:

2.417.002 MEMBERSHIP

2.417.002.1 Composition

| This committee shall consist of eleven (11) voting members, including the President-Elect who is the chair, the Treasurer who is the vice chair, and the nine (9) Directors-at-Large.

2.417.002.2 Qualifications

| ~~The chair of this~~Member qualifications are determined by committee ~~shall be the President-Elect.~~

| ~~The vice chair of this committee shall be the Treasurer.~~

| ~~The members of this committee shall be the Directors-at-Large~~composition.

2.417.002.3 Term of Service

| Service on this committee is for the term for which the members have been elected. (95-06-25-3A)

PROFESSIONAL DEVELOPMENT COMMITTEE

~~Current~~Proposed:

2.418.002 MEMBERSHIP

2.418.002.1 Composition

02-01-16-24/04-01-28-32

The members of this committee are as follows:

- A. Twelve (12) voting members, including a chair and ~~a two vice chairs~~
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.418.002.1 Qualifications

- A. Membership should include broad representation from the HVAC&R industry. No one interest group should dominate the membership.
- B. A majority of the committee members should have experience as developers or providers of continuing education products to provide academic rigor to the Committee's products and curriculum. These include
 - 1. Design professionals or contractors that provide seminars to others of their trade.
 - 2. Educators that teach HVAC&R application courses.
 - 3. Manufacturers that provide educational programs either to their internal staff or in support of the HVAC&R industry.
 - 4. People that develop curricula or certificate programs in building sciences.
- C. Several members should have recent experience with distance learning technologies.
- D. Members of the committee are prohibited from working as course development contractors during their tenure on the committee (05-02-06-02).

2.418.002.3 Term of Service

- ~~A. Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.~~
- ~~B. The chair of the committee shall be a non-voting member of the Publishing and Education Council. (93-01-24-09)~~

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

PUBLICATIONS COMMITTEE

| ~~Current~~Proposed:

2.419.002 MEMBERSHIP

2.419.002.1 Composition

The members of this committee are as follows

- A. Ten (10) voting members, including a chair and a vice chair
- B. Non-voting members include a Board ex-officio member and coordinating officer.

2.419.002.2 Qualifications

- ~~A. All members of the committee shall hold the grade of Associate Member or higher in the Society.~~
- BA. Members should have an awareness of the current technical information needs of various segments of the HVAC&R industry.
- GB. Membership should include broad representation from the HVAC&R industry including the academic, design, construction, facility operations and manufacturing communities.
- DC. At least three members should have recent experience with the production or writing of technical publications or periodicals.

2.419.002.3 Term of Service

- ~~A. Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.~~
- ~~B. The chair of the committee shall be a non-voting member of the Publishing and Education Council. (93-01-24-09)~~

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 Election and Appointment Procedures.

REFRIGERATION COMMITTEE

~~Current~~Proposed:

2.420.002 MEMBERSHIP

2.420.002.1 Composition (06-01-26)

The members of this committee are as follows

A. Twelve (12) voting members, including a chair and a vice chair (91-01-24-63/99-01-28-80/99-06-24-36/00-02-10-64B/06-01-25/26-29)

~~B. Non-voting members include a Board ex-officio member and coordinating officer shall be assigned~~

~~C. One member of the committee shall also serve as a liaison to the Chapter Technology Transfer Committee.~~

~~D.B. Membership should include a cross-section of the refrigeration industry.~~

2.420.002.2 Qualifications

Committee members should be refrigeration-oriented persons. ~~(84-02-02-25/86-01-23-42/99-06-24-36)~~
and should include a cross-section of the refrigeration industry.

2.420.002.3 Term of Service

~~A. Service on this committee for the members is intended to be for a 3-year term. Service on this committee for the Chair, Vice Chair, BOD ex-officio and Coordinating Officer is intended to be for a one-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. (85-06-26-11/86-06-25-09/94-06-26-04/99-01-28-80/00-02-10-64B)~~

~~B. The chair of the committee shall be a non-voting member of the Technology Council. (93-01-24-09)~~

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures.*

RESEARCH ADMINISTRATION COMMITTEE

~~Current~~Proposed:

2.421.002 MEMBERSHIP

2.421.002.1 Composition 06-01-26-34/08-10-24-20

The members of this committee are as follows

- A. Fourteen (14) voting members, including a chair and a vice chair
- B. Non-voting members include a Board ex-officio member and coordinating officer.
- ~~C. It is desirable that at least one member reside outside the U.S. and Canada. (06-01-26-33)~~
- ~~D. Organizational liaisons~~

2.421.002.2 Qualifications

- A. All members of this committee shall ~~be of~~hold Member grade or higher in the Society.
- ~~E. B. It is desirable that at least one member reside outside the U.S. and Canada. (06-01-26-33)~~
- ~~BC.~~ See *Qualifications for new RAC Members* in 2.421.003. (89-02-02-62A)

2.421.002.3 Term of Service

~~Service on this committee is by BOD election. All members shall be elected to serve for terms of four years commencing after the next Annual Meeting of the Society. (94-06-26-04/00-02-10-59/07-06-27-29)~~
The term of service for voting members is intended to be four (4) years, subject to ROB 3.300 Election and Appointment Procedures.

2.421.003 Recommended Qualifications for New RAC Members

2.421.003.1

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

- A. Experience
 1. Candidates shall be current members of the Society, in Member grade or higher, and have been active members for a minimum of five years. (ROB Vol. 2)
 2. Candidates normally will have served on more than one Technical Committee (TC), Task Group (TG), Multidisciplinary Task Group (MTG), or Technical Resource Group (TRG), for an aggregate of ten or more committee years.
 3. All members of this committee should have significant experience with ASHRAE research activities in one or more technical committee (TC), task group (TG), or standing standards project committee (SSPC). (07-06-27-29)
 4. Candidates should have regularly attended Winter and Annual Society meetings for a minimum period of five years. An occasional absence does not disqualify a candidate who had regularly attended these meetings for a correspondingly longer period, provided that the absences do not suggest a pattern that would interfere with an RAC appointment.
 5. Whenever possible, candidates having also previously served on other Standing Committees should be considered.
- B. Conflicts - Individuals expected to serve on other Standing Committees or currently serving their first year (or subsequent years if reappointment is likely) as ~~chair~~chairman of a TC/TG/MTG/TRG, or as vice ~~chair~~chairman of a TC/TG/MTG/TRG should not be further considered for RAC appointments for the year under consideration.
- C. Logistics
 1. RAC members are elected for four-year terms, implying a long-term commitment of effort and support. Candidates nearing planned retirement or having already retired from their business and professional roles must be willing and able to continue their RAC functions following the transition. While retirement may afford increased time for committee functions, most RAC members have

found that appointment also entails significant non-reimbursable costs to cover meeting attendance and logistics. ASHRAE does reimburse airline or comparable travel costs for prescribed RAC meetings, but does not defray the other costs.

2. Candidates should be prepared to attend the Annual and Winter Meetings, RAC and subcommittee meetings on the preceding Fridays and Saturdays, and two additional Saturday/Sunday meetings in the fall and spring. Candidates residing overseas or in the western portions of Canada and the United States should recognize that travel is likely to require an additional day for each meeting, resulting in 16-20 days of travel, including 12-20 nights of un-reimbursed lodging, per year. Many employers defray these expenses, but not all do.
3. RAC business typically requires an additional one to two days of work per month and may sporadically demand higher levels of involvement. Further, practical circumstances dictate that members provide or arrange for clerical (secretarial, reproduction, and mailing) support as well as communications by telephone.

D. Qualifications

1. Proposed RAC members should be selected from individuals who satisfy the above criteria based on four prioritized objectives:
 - a. Demonstrated leadership abilities in Society functions;
 - b. Technical competence with attention to representing diverse disciplines on RAC;
 - c. Balanced representation of employment categories (e.g., design, manufacturing, research and academics), and
 - d. Balanced geographic representation.
2. The staff liaison to RAC, in consultation with the current ~~chair~~[chairman](#) of RAC, will identify projected needs for new RAC members to achieve the appointments to RAC Executive Committee functions.
3. Additional consideration should be given to individuals who have been active in technical areas that are currently priority issues to the Society and its membership. Examples include those currently involved in the chlorofluorocarbon refrigerant, environmental health and indoor air quality issues.

RESEARCH PROMOTION COMMITTEE

~~Current~~Proposed:

2.422.002 MEMBERSHIP

2.422.002.1 Composition

The members of this committee are as follows

- ~~a.A.~~A. Voting membership shall consist of a chair, ~~three vice chairs, and each regional~~a vice chair ~~Research Promotion. (06-01-25-08), and one representative from each region who serves as Regional Vice Chair.~~
- ~~b.B.~~B. Non-voting members include a Board ex-officio member and coordinating officer ~~assigned as non-voting members.~~
- C. The President of ASHRAE Research Canada shall be appointed as a consultant to the ASHRAE Research Promotion Committee and travel expenses shall be paid to attend the meetings of this committee at the Society's Annual and Winter Meetings. ~~(76-07-01-40/06-01-25/07-06-27-16)~~

2.422.002.2 Qualifications

Regional Vice Chairs shall ~~be Members of~~hold Member grade or higher in the Society ~~in good standing, and,~~ shall have been Members in the grade of Member and in good standing for three years prior to the start of their terms. ~~(71-08-21-20/78-06-28-39/79-06-27-46/84-02-02-15), and shall reside in the Region they represent.~~

2.422.002.3 Term of Service

~~Service on this committee is intended to be for a 3-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. (85-06-26-11/86-06-25-09/94-06-26-04)~~

~~The chair of the committee shall be a non-voting member of the Members Council. (93-01-24-09/03-07-02-11B)~~

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

SOCIETY RULES COMMITTEE

(520-168)

~~Current~~Proposed:

2.424.002 MEMBERSHIP

2.424.002.1 Composition (06-06-25-14/08-01-20-14)

The members of this committee are as follows

- ~~a.~~A. Six (6) voting members, including a chair and a vice chair
- ~~b.~~B. ~~Coordinating~~Non-voting members include the coordinating officer.

2.424.002.2 Qualifications (07-01-31-9B/08-01-20-14)

~~2.424.002.2.1~~A. Either the chair or the vice chair shall be a current Board member.

~~2.424.002.2.2~~B. Members should have demonstrated Society rules ability.

~~2.424.002.2.3~~C. At least half of the members should have been prior members of the committee.

~~2.424.002.2.4~~D. New members should be incoming officers of the Society or incoming Directors-at-Large.

~~2.424.002.2.5~~E. All members shall have been members of the Society for 8 years prior to appointment.

2.424.002.3 Term of Service

~~Service on this committee is intended to be for a 3-year term.—Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president.—(85-06-26-11/86-06-25-09/94-06-26-04/08-01-20-14)~~

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures.*

STANDARDS COMMITTEE

(520-170)

Current~~Proposed~~:

2.425.002 MEMBERSHIP

2.425.002.1 Composition

The members of this committee are as follows:

A. Twenty six (26) voting members, including a chair and a vice chair (05-11-21-02)

~~C.~~ **B.** ~~Non-voting members include a~~ Board ex-officio ~~member~~ and coordinating officer.

2.425.002.2 Qualifications

~~A. Membership of this committee shall be open to all grades except Affiliate Members and Student Members. (12-06-27-25)~~

~~B.A.~~ **B.A.** Members shall be selected from various interest groups to prevent dominance of any single interest and may include representatives of interest groups such as manufacturers, consultants, educators, trade associations, government, testing/research laboratories, utilities, code bodies, contractors, consumers/users, and environmentalists.

~~B.B.~~ **B.B.** It is desirable that members have standards experience.

~~B.C.~~ **B.C.** Representation from Canada is desirable.

2.425.002.3 Term of Service

~~A. Members shall be elected to serve for a term of four years commencing immediately upon the adjournment of the next Annual Meeting of the Society. (70-07-01-02/76-02-04-16/78-02-01-27/88-05-21-49)~~

~~B. The chair and vice chair of the committee shall be non-voting members of the Technology Council. (93-01-24-09)~~

The term of service for voting members is intended to be four (4) years, subject to ROB 3.300 *Election and Appointment Procedures*.

STUDENT ACTIVITIES COMMITTEE

(520-174)

~~Current~~Proposed:

2.427.002 MEMBERSHIP

2.427.002.1 Composition

The members of this committee are as follows

- ~~a.~~A. Voting membership shall consist of a chair, a vice chair, one representative from each region who shall serve as ~~regional vice chair~~Regional Vice Chair, and three accreditation representatives.
- ~~b.~~B. Non-voting members include a Board ex-officio member and coordinating officer.
- ~~c.~~C. A student branch officer from the host region shall be appointed by the president as a non-voting consultant to attend the meeting held in the student's region and to serve on the Student Activities Committee, with transportation, two nights hotel accommodations, admission to the Welcome Party, and an allowance of \$100.00 provided. (88-06/94-06-30-27/97-07-03-23/03-07-02-16/05-06-29-10/07-06-27-16)

2.427.002.2 Qualifications

Regional Vice Chairs shall ~~be Members of~~hold Member grade or higher in the Society ~~in good standing and~~, shall have been ~~Members in the grade of Member and in good standing~~ for three years prior to the start of their terms. ~~(71-08-21-20/78-06-28-39/88-05-21-57)~~, and shall reside in the Region they represent. Accreditation representatives for ABET will be one ABET Board of Directors representative, one ABET Engineering Accreditation (EAC) Commissioner and one ABET Technical Accreditation (TAC) Commissioner.

2.427.002.3 Term of Service

~~Service on this committee~~The term of service for voting members is intended to be ~~for a three (3-year term-)~~years, subject to ROB 3.300 Election and Appointment Procedures. Accreditation ~~representative representatives~~ shall serve for one 3-year term. Technology Commissioners shall serve for one 5-year term. Appointments

Comments:

Why are ~~made, however, each year by~~ the ~~President-Elect for~~three ABET representatives voting members of the ~~administrative year covered by his~~committee?

Why does TAC commissioner serve a longer term as president. ~~(85-06-25-11/86-06-25-09/94-06-26-04/05-06-29-10)~~than the ABET Board representative and EAC commissioner?

TECHNICAL ACTIVITIES COMMITTEE

(520-176)

~~Current~~Proposed:

2.428.002 MEMBERSHIP

2.428.002.1 Composition

The members of this committee are as follows

- A. Sixteen (16) -voting members, including a chair and vice chair (06-01-22-15B)
- ~~BOD~~Non-voting members include a Board ex-officio member and coordinating officer
- ~~B.~~ At least one member shall reside outside the U.S. and Canada and shall have served on TCs as a voting member for at least three years.

2.428.002.2 Qualifications (98-06-25-35/06-06-29-20/08-06-25-15A/11-02-02-12)

- A. All members of this committee ~~shall be of~~hold Member grade or higher in the Society and shall have been active members for a minimum of three years immediately prior to joining TAC~~the start of their terms.~~
- B. At least one member shall reside outside the U.S. and Canada.
- C. All members shall have held at least one leadership role in the Society as chair of a technical committee ~~sometime~~ prior to joining TAC.
- D. All members shall have served on at least one technical committee (TC), task group (TG), multidisciplinary task group (MTG), or technical resource group (TRG) as a voting member for an aggregate of three or more committee years sometime prior to joining TAC.
- E. All members should have regularly attended winter and annual Society meetings for a minimum period of three years. An occasional absence does not disqualify a member who had regularly attended these meetings for a considerably longer period, providing that the absences do not suggest a pattern that would interfere with TAC activities.
- F. Individuals expected to serve on other standing committees or currently serving as ~~chair~~chairman or vice ~~chair~~chairman of a TC/TG/MTG/TRG should not be considered for election to TAC for the year under consideration.
- G. Whenever possible, candidates having also previously served on other standing committees should be considered.
- H. Additional consideration should be given to individuals who have been active in technical areas that are currently priority issues to the Society and its membership.
- I. Individuals expected to serve on other standing committees or currently serving as ~~chair~~chairman or vice ~~chair~~chairman of a TC/TG/TRG should not be considered for election to TAC for the year under consideration.
- J. Proposed TAC members should be selected from individuals who satisfy the above criteria based on four prioritized objectives:
 - Demonstrated leadership abilities in Society functions;
 - Technical competence with attention to representing diverse disciplines on TAC;
 - Balanced representation of employment categories (e.g., design, manufacturing, research and academics), and
 - Balanced geographic representation.

2.428.002.3 Term of Service

~~Members shall be elected to serve~~The term of service for ~~terms of voting members~~ is intended to be four (4) years ~~commencing after the next Annual Meeting of the Society.~~ ~~The chair,~~ subject to ROB 3.300 Election and vice chair of the Appointment Procedures.

Comment:

The current rule includes a qualification that a committee shall be non-voting members of Technology Council. ~~member shall have been a "member" for three years. Do they mean "Member?"~~

CERTIFICATION COMMITTEE

(Established 07-01-31-04)

~~Current~~Proposed:

2.429.002 MEMBERSHIP

2.429.002.1 Composition ~~--~~

The members of this committee are as follows:

A. Seven (7) voting members, including a chair and a vice chair

B. Non-voting members include a Board ex-officio member and coordinating officer.

~~C. At least 2 of the 7 voting members of the committee shall be current ASHRAE certification-holders.
(12-01-25 --)~~

2.429.002.2 Qualifications

B. The chair and vice chair shall hold the grade of Member or higher in the Society. (SBL 7.2)

~~C. A. At least two (2) of the voting members shall be current ASHRAE certification-holders.~~

D. Members should have an awareness of the current educational programs available from the Society and the technical information needs of various segments of the HVAC&R industry.

~~E. B. Membership should include broad representation from the HVAC&R industry, including the academic, design, construction, facility operations, and manufacturing communities.~~

~~C. The chair and vice chair shall hold the grade of Member or higher in the Society. (SBL 7.2)~~

2.429.002.3 Term of Service

~~Service on this committee is intended to be for a 3-year term. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. (85-06-26-11/86-06-25-09/94-06-26-04)~~

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE

(Established 07-06-24-09)

~~Current~~Proposed:

2.430.002 MEMBERSHIP

2.430.002.1 Composition (10-06-30-12B)

The members of this committee are as follows

- ~~a. Up to 1 voting member from each region plus~~Voting membership shall consist of a chair ~~and~~ a vice chair
- ~~A. b. Two non-voting liaisons, , and up to~~ one representative from each Region.
Non-voting members include a liaison from Membership Promotion ~~and~~ a liaison from Student Activities
- ~~B. c. One non-voting, one~~ consultant, a Board ex-officio member, and the coordinating officer
- ~~d. One staff liaison~~

2.430.002.2 Qualifications

~~Committee Members shall be members of the Society in good standing.~~

None.

2.430.002.3 Term of Service

~~Service on this committee is intended to be for a 3-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.~~

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures.*

CONFERENCES AND EXPOSITIONS COMMITTEE

(Established July 1, 2008)

CurrentProposed:

2.431.002 MEMBERSHIP

12-01-25-__

2.431.002.1 Composition—

The members of this committee are as follows:

A. Twenty-six (26) voting members, including a chair and a vice chair

~~B. Two (2) non~~Non-voting members

~~1. include a~~ Board ex-officio

~~B. 2. Coordinating member and coordinating~~ officer.

2.431.002.2 Qualifications

A. Members should have an awareness of the current technical information needs of various segments of the HVAC&R industry.

B. Membership should include broad representation for the HVAC&R industry, including academic, design, construction, facility operations, and manufacturing companies.

~~C. All members shall be Associate Member grade or higher.~~

~~D. C.~~ Members should have previous experience serving on technical or standing committees.

~~E. D.~~ Membership should include several members who have recently served as Technical Committee program subcommittee chairs.

~~F. E.~~ Members should have educational and technical background to bring balanced and mature judgment to bear in qualifying technical papers.

~~G. F.~~ Members should be available during the entire technical program and the commercialism review sessions.

2.431.002.3 Term of Service

~~Service on this committee is for a four-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president.~~

The term of service for voting members is intended to be four (4) years, subject to ROB 3.300 Election and Appointment Procedures.

BUILDING ENERGY QUOTIENT COMMITTEE

(Established 11-06-26-21C)

CurrentProposed:

2.432.002 MEMBERSHIP

2.432.002.1 Composition

The members of this committee shall be as follows:

- ~~Chair: A current or past member of the Board of Directors~~
- ~~Vice Chair: A current or past member of the Board of Directors~~
- A. Voting Members: One~~Eight (8)~~ voting members, including a chair and a vice chair.
- B. Voting membership shall include one member from each council ~~and 3 members-at-large.~~
- ~~Non-Voting Members: Consultants as required~~
- C. Non-voting members include the coordinating officer.

2.432.002.2 Qualifications

- A. The chair and vice chair shall be current or past members of the Board of Directors.
- B. Members-at-large should be considered for their broad business and marketing experience as well as their representation of building owners and/ or government agencies.

2.432.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 Election and Appointment Procedures.

1.201.009 ASHRAE Commercialism Policy

100-116-010 02-06-27-60

1.201.009.1 ASHRAE is a technical society whose objective is to advance the arts and sciences of HVAC&R. The Society is not organized to advance commercial interests. ASHRAE's restriction of membership to individuals reflects the Society's non-commercial character. With the foregoing in mind, ASHRAE's Commercialism Policy is as follows:

ASHRAE's publications and activities shall be free of commercial bias and shall not imply ASHRAE endorsement of any commercial interest. Commercial recognition may be provided or implied when doing so is necessary to promote the arts and sciences of HVAC&R and the understanding of associated technology. Such opportunities for recognition shall be administered fairly and may include citations, sponsorships, advertising and acknowledgements.

1.201.009.2 ASHRAE Commercialism Guidelines

A. To disseminate knowledge and fulfill its objective, ASHRAE publishes literature; conducts educational programs, conducts technical meetings, and makes available data in electronic form. These publications and activities may include commercial recognition to promote understanding of technical content and awareness of available technology. Such recognition, however, must not imply ASHRAE endorsement of a product or service, nor may the focus of any ASHRAE work or activity be to promote a commercial product or service, whether in the public or private sector.

B. Responsibility for implementing ASHRAE's Commercialism Policy resides with the Society's councils and committees, [Regional Officers and Chapter Board of Governors](#). These groups should draw upon their unique understanding of their assigned activities to establish operating procedures and make decisions that are consistent with the Society's policy. These Commercialism Guidelines are intended to be of assistance when applying the Commercialism Policy and making commercialism judgments that are fair, are beneficial to the membership, and protect the integrity of ASHRAE publications and activities. They apply to all levels of ASHRAE activity – Society, regional and chapter – and address ASHRAE recognition of all external groups – public and private; for profit and not for profit; commercial and non-commercial.

C. ASHRAE's Commercialism Guidelines consist of two sections.

1. The Guiding Principles section sets forth the basic criteria that each instance of commercial recognition must meet.

2. The Examples of Policy Intent provide specific guidance as to what the Society has already determined to be acceptable and unacceptable instances of commercial recognition. These Examples of Policy Intent are not a complete list of policy applications, nor are they intended to cover the full intent of the policy. They provide guidance.

D. When deciding on approval of activities that include commercial recognition, councils, committees, [Regional Officers and Chapter Board members](#) must determine if the intent of the Commercialism Policy Statement is met and if the criteria identified as Guiding Principles are satisfied. If so, it is the responsibility of councils and committees to revise their respective manuals of procedures as needed.

1.201.009.3 Guiding Principles

A. ASHRAE use of commercial names and logos shall not be done in ways that imply ASHRAE endorsement, approval or certification.

B. If ASHRAE publications and activities are sponsored by commercial entities or other external groups, the opportunities for sponsorship shall be widely available and fairly administered.

C. The intent of any ASHRAE presentation or paper shall be to educate the ASHRAE audience about research or technological application, not to advertise nor promote commercial entities or other external groups.

D. The inclusion of commercial information shall be done in a fair and unbiased way so as to avoid explicit promotion of a product or commercial entity.

E. Commercial names and logos not related to the HVAC&R industry shall be permitted in presentations and papers providing recognition is pertinent to a better understanding of HVAC&R technology, such inclusion is not intended to be promotional, ASHRAE endorsement is not conveyed, and there is no implication that the audience is required to use the commercial entity.

F. Some ASHRAE activities, such as ASHRAE participation in the AHR Exposition, ASHRAE Journal and the Society web site, are recognized as operating as commercial enterprises, fulfilling the Society's mission of technological advancement with adherence to business plans that generate income to offset operational expenses.

G. Chapter and regional activities shall not compete with the Society's activities in the areas of advertising and sponsorships since chapter and regional activities detrimental to the Society are detrimental to the Society's membership.

H. Chapters and regions participating in local or regional trade shows (including "product shows" and/or "equipment expositions") shall adhere to guidelines included in ~~sections 5.15 and 5~~^[PTG1]~~-16~~ of the Manual of Chapter Operations (MCO). The rules in the MCO allow Society to fulfill its obligations in the -so as to not be in conflict with the Society's contractual agreement for sponsorship of the AHR Exposition. It is essential that all ASHRAE events comply with these procedures.

I. ASHRAE activities including events at chapter meetings shall be managed such a fashion as to prevent an atmosphere where commercial entities are encouraged to critique one another in the public forum. ASHRAE councils, committees, regional officers and chapter board members shall explain and promote these values.

1.201.009.4 Examples of Policy Intent: Acceptable Applications

A. Society annual and winter meeting events may be sponsored, such as welcome party, luncheons, registration kits and receptions.

B. Commercial names and logos may be used to acknowledge sponsorships, such as on event banners, chapter tabletop displays, newsletters, rosters and websites.

C. ASHRAE technical literature and educational materials may be sponsored.

D. Commercial names and logos may be used in presentations and papers to provide author identification or to acknowledge contributions.

E. Company names and products may be cited in historical works. (ROB 100-004-003)

F. Company names and products may be cited in presentations and papers if such information has historical significance directly relating to the technology discussed in a presentation or paper.

G. Manufacturer and model number of test instruments may be noted if such identification is required to allow accurate reproduction of the work described.

H. Commercial names not directly related to the HVAC&R industry may be displayed or cited in presentations and papers if inclusion of such reference is pertinent to a better understanding of the subject matter discussed or if such reference is unavoidable.

I. Presentations may include logos and the names of computer hardware, operating systems, browsers, word processing programs, spreadsheets, presentation programs, etc., since the intent of the presentation is to examine HVAC&R technology, not to promote information management technology.

J. Demonstrations of software used in the HVAC&R industry may include reference to commercial products and may include performance data if the inclusion of such references and data are necessary to illustrate use of the software.

K. Chapters may allow advertising and sponsorships on their web sites providing that the advertisers and sponsors deal primarily in the chapter's local geographic area, such as a local sales office of a manufacturer, local manufacturer, or local distributor.

L. Advertising on chapter web sites must be in a separate section of the web site and must comply with all requirements of the ASHRAE Policy for Chapter Websites.

M. Chapters and regions may have web links to non-ASHRAE web sites if the purpose is informational and if it is made clear to viewers that they are leaving the chapter website.

N. Web-based presentations may include excursions to commercial sites if the purpose is clearly not to promote a commercial entity.

O. Chapters may include advertising in chapter newsletters and publications if it is restricted to business card type advertising as described the Manual of Chapter Operations.

P. ASHRAE technical literature and educational materials may be sponsored if the content of the material remains bias free, if equal opportunities are provided to commercial interests, and if such recognition is made public.

1.201.009.5 Examples of Policy Intent: Unacceptable Applications

A. The title or the text of papers and presentations may not promote a commercial product or service.

B. The use of commercial names may not be done in ways that promote the benefits of that commercial entity nor be used to principally further awareness of that commercial entity.

C. The subject of presentations and papers may not be to promote a commercial entity's exclusively available commercial product and service.

D. Commercial part numbers may not be used in a presentation's or paper's title, text or illustrations unless such information is necessary for advancing technical knowledge.

E. Product-specific programs (programs whose main intent is to describe the features of a specific manufacturer's product) may not be scheduled [or presented at a Society event](#) because their very nature would be to further awareness of a specific commercial entity or to describe the advantages of the commercial entity.

F. Chapter and regional web sites may not state by name products, services and companies, except in advertising, in sponsorships or to identify the business affiliations of persons named on the site.

G. Events including [Chapter](#) meetings where speakers or members in attendance are encouraged to voice commercial-based bias; be it for or against a particular commercial entity.