



Shaping Tomorrow's
Built Environment Today

MINUTES

SOCIETY RULES COMMITTEE MEETING

Orlando, Florida

Tuesday, January 26, 2016
2:00 -5:00 pm

Note: These minutes are not approved until voted on and approved by the SRC.

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Society Rules Committee Meeting
January 26, 2016

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PRINCIPAL MOTIONS
Society Rules Committee Minutes
January 26, 2016

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- 2 - 2 to approve the editorial changes made to Volume 2 and Volume 3 of the ROB as shown in Attachment A to clarify DAL and DRC responsibilities.
- 3 - 2 to include the email address of the ASHRAE contact in the ROB regarding PEC content of websites.
- 4 - 3 that the Development Committee ROB changes were editorial and should be added to the log.
- 5 - 3 to move the following reference: 2.301.015 Manuals and Procedures to the end of the ROB

“ 2.301.015 MANUALS AND PROCEDURES

This council is responsible for reviewing, recommending changes and interpreting the following:

- A. RAL Sub-Region Chair Qualifications and Responsibilities
- B. Fees, Dues and Privileges
- C. Criteria for Formation of a New ASHRAE Region
- D. Chapter Technical Publications”

ACTION ITEMS
Society Rules Committee Minutes
January 26, 2016

No. - Pg.	Responsibility	Summary	Status
1 - 1	Graef	Ask ExCom if they would approve moving the Scholarship Guidelines appendices to the MOP and let SRC know.	<u>Ongoing</u>
2 - 1	Fly	Change all references to DALs in the ROBs to "director" between now and the Orlando meeting	<u>Ongoing</u>
3 - 1	Fly	Ask staff liaisons to review their MOPs and change all references to DAL to Directors and add "where applicable".	<u>Ongoing</u>
4 - 2	Graef	Ask ExCom if they wish to change the "directors-at-large" reference in 2.424.002.2 Qualifications and report back to SRC	_____
5 - 2	Neme	Enter the editorial changes to Volumes 2 and 3 into the log.	_____
6 - 2	Townsend	Provide SRC with an alias email address of Steve Comstock if he is the PEC content of websites contact	_____
7 - 2	Fly	Schedule a conference call to review the PEC MOP	_____
8 - 2	Fly	Contact PEC regarding changes to their MOP	_____
9 - 2	McQuade	Work on ROB 1.201.037 and bring recommended changes back for SRC review	_____
10 - 2	Neme	Enter the editorial changes made to the Development Committee ROB into the log.	_____
11 - 3	Townsend	Check to see that the correct version of ROB 2.301.002 was used by Members Council to make changes.	_____
12 - 3	Townsend	Post the list of motions not yet integrated into the ROBs right after the Board meetings.	_____
13 - 3	Graef	Ask ExCom about what they wish to do with the Creation and Termination of ROB Standing Committees report.	_____
14 - 3	Graef	Send the draft YEA election schedule to Members Council for their consideration	_____
15 - 3	Graef	Move the reference to documents (2.301.015 Manuals and Procedures) to the end of the ROB	_____

MINUTES

SOCIETY RULES COMMITTEE MEETING

Orlando, Florida
Tuesday, January 26, 2016
2:00 – 5:00 pm

MEMBERS PRESENT: Arthur L. Giesler, Chair
Mark W. Fly, Vice Chair
Stephen D. Kennedy
Hugh D. McMillan III
William F. McQuade
Patricia T. Graef, CO

STAFF PRESENT: Mary Dean Townsend
Claire I. Neme

CALL TO ORDER

Chair Giesler called the meeting to order at 2:00 pm on Tuesday, January 26, 2016. Members and staff attended as listed above. A quorum was present.

Code of Ethics Reminder

Mr. Giesler reminded members that we follow the ASHRAE code of ethics in our work.

REVIEW OF AGENDA

Chair Giesler asked if there were additions to or deletions from the agenda. The agenda was approved as presented.

APPROVAL OF MINUTES

Mr. Giesler called for a motion to approve the SRC minutes from the September 24, 2015 SRC meeting. Mr. Fly moved and it was seconded

(1) to approve the SRC minutes from the September 24, 2015 SRC meeting.

MOTION 1 PASSED UVV (5-0-0-CNV)

REVIEW OF ACTION ITEMS

1 – 2 Graef Ask ExCom if they would approve moving the Scholarship Guidelines appendices to the MOP and let SRC know

1 - 2	Graef	Ask ExCom if they would approve moving the Scholarship Guidelines appendices to the MOP and let SRC know.	Ongoing	AI 1
11 – 3	Fly	Change all references to DALs in the ROBs to “director” between now and the Winter Meeting.	Ongoing	AI 2
12 – 3	Fly/Townsend	Ask staff liaisons to review their MOPs and change all references to “DALs” to “directors” and add “where applicable”	Ongoing	AI 3

UNFINISHED BUSINESS

Update ROBs Volume 2 and Volume 3 to meet New Society Structure

Society Rules Qualifications"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."

Mrs. Graef took an action item to ask the ExCom if they wish to change the "directors-at-large" reference in item D above and report back to SRC.

AI 4

Mr. Kennedy reviewed Volumes 2 and 3 and made editorial changes that were reviewed and discussed. After a long discussion, Mr. Kennedy made the motion and it was seconded

- (2) to approve the editorial changes made to Volume 2 and Volume 3 of the ROBs to clarify DAL and DRC responsibilities.

MOTION 2 PASSED (5-0-0 CNV)

The changes to Volumes 2 and 3 above will be entered into the log.

AI 5

Clarification of PEC Content of Websites and Contacts

Mr. McQuade reported on PEC content of websites that the name and email address of the ASHRAE contact was not included in the ROB. Mrs. Townsend was asked to provide SRC with Steve Comstock's alias email address to be used for this purpose if he is the contact.

AI 6

Mr. McQuade made the motion and it was seconded

- (3) to add the email address of the ASHRAE contact to the ROB regarding PEC content of websites.

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

Discussion about the PEC MOP will be deferred until a later conference call to be scheduled by Mark Fly. Mr. Fly will also contact PEC regarding changes to their MOP.

AI 7

AI 8

ROBs – Clean up Regarding Advocacy Committee and Public Policy Issue Briefs

Mr. McQuade took an action item to work on ROB 1.201.037 and bring recommended changes back for SRC review.

AI 9

Development ROB and MOP

Mrs. Graef reported that editorial changes were made to the Development Committee ROB will be entered into the log. Mr. Fly made the motion and it was seconded

- (4) that the Development Committee ROB changes were editorial and should be added to the log.

AI 10

MOTION 4 PASSED (5-0-0 CNV)

Mrs. Townsend was asked to check to see that the correct version of ROB 2.301.002 was used by Members Council to make changes.

AI 11

NEW BUSINESS

Status of Membership Notification of ROB Changes

Mrs. Townsend took an action item to post the list of motions not yet integrated into the ROBs right after the Board meetings.

AI 12

Status of Creation/Termination of ROB Standing Committees

Mrs. Graef took an action item to ask ExCom about what they wish to do with the Creation and Termination of ROB Standing Committees report.

AI 13

YEA Election Schedule

Mrs. Graef drafted a YEA election schedule in Volume 3 of the ROB and took an action item to send it to Members Council for their consideration.

AI 14

Members Council ROB

Mrs. Graef suggested moving the following reference to documents to the end of the ROB. After some discussion, a motion was made by Mr. Fly and it was seconded

(5) to move the following reference: 2.301.015 Manuals and Procedures to the end of the ROB

AI 15

“ 2.301.015 MANUALS AND PROCEDURES

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- C. Criteria for Formation of a New ASHRAE Region
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MOTION 5 PASSED (5-0-0 CNV)

NEXT MEETING:

The next SRC meeting will be scheduled after the next BOD meeting.

ADJOURNMENT

The meeting was adjourned at 4:48 PM.

Respectfully submitted,



Mary Dean Townsend, Secretary

cc: Board of Directors