



Shaping Tomorrow's  
Built Environment Today

## **MINUTES**

### **SOCIETY RULES COMMITTEE MEETING**

**Monday, September 9, 2019**

**Web Meeting**

**11:00 am – 12:00 pm**

*Note: These minutes are not the official record of minutes until voted on and approved by SRC.*

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**PRINCIPAL MOTIONS**

Society Rules Committee Web Meeting  
September 9, 2019

No. – Pg.	Motion
1 – 1	That the minutes from the SRC meeting of June 25, 2019 be approved as presented.
3 – 2	That the edits to the Technology Council MOP as shown in ATTACHMENT B be approved.
3 – 3	That the Rule of the Board concerning sections be revised as follows: <i>An ASHRAE Group that is a type of an ASHRAE section can be formed in those countries where national laws and official regulations prohibit the formation of chapters and sections or where there exist cooperation agreements signed with National HVAC Associations.</i>
4 - 3	That the ROB section 4.100.12 be revised as follows: <i>ASHRAE <del>uses a strategic planning process</del> <u>has committee to a strategic planning process designed to bring enhanced focus to its activities. Plans are developed by the ASHRAE Planning Committee in collaboration with</u> <del>Working with the ASHRAE membership and its partners, the Board of Directors, has developed the strategic plan to help direct the organization over the next three to five years. The life of strategic plans is typically five years or less. This plan was approved on June 24, 2014.</del></i>
5 – 4	That ROB section 2.411.003 be revised as follows: <u>2.411.003.4</u> <i>S. <u>YEA Inspirational Leader Award recognizes a Young Engineer in ASHRAE (YEA) member who has gone above and beyond to make considerable contributions to the industry and community.</u></i>
6- 4	That ROB section 2.422.002.1 be revised as follows: A. <i>Voting membership shall consist of a chair <del>three (3)</del> <u>four (4)</u> vice chairs, and one representative from each region who serves as Regional Vice Chair Research Promotion.</i>
7 – 4	That ROB section 2.422.003.1 be revised as follows: A. <i>The Honor Roll for corporate contributions shall be restricted to investors of <del>\$150</del> <u>\$500</u> or more.</i> B. <i>The Honor Roll for individual contributions shall be restricted to investors of <del>\$100</del> <u>\$150</u> or more.</i>
8 - 4	That ROB section 2.402.003.3 be revised as follows: <i>The Committee annual will seek input from members <u>and ExCom</u> on issues to be addressed. The Committee annually will develop a list of proposed public policy priorities addressing significant current issues and will submit it to <del>Members Council and ExCom</del> <u>and the Board of Directors for approval and as an information item to Members Council.</u></i>
9 – 5	That ROB section 1.120.002 be revised as follows: <i>Amendments to the bylaws of the Society shall be voted by the membership at <del>the Annual Meeting of the Society, except by special direction of the President</del> <u>any annual, winter or special meeting of the Society as defined in SBL Section 3.1 and as provided in the SBL Section 3.3.</u></i>

## ACTION ITEMS

Society Rules Committee Web Meeting  
September 9, 2019

No. – Pg.	Responsibility	Summary	Status
1 - 2	Mr. Fulk	Create a 'clean' version of section 3.400 for the Committee to review and vote on.	
2 – 2	Staff	Draft edits to section 2.105.002 of the ROB and forward to the Committee for review.	
3 – 3	All Committee Members and Staff	Staff will distribute the most recent training PowerPoint to the full Committee to review and comment.	
4 – 5	Staff	Make editorial changes to Section 2.101.009 listing in the index.	
5 – 5	Mr. Markel	Send suggested revisions to the SRC Reference Manual to the full committee for review and comment	
6 - 5	Mr. Klock	Email committee chairs and vice chairs, provide the specific sections of the ROB that pertain to their committee and request that they review and provide feedback.	
7 - 5	Mr. Klock	Review the Publishing and Education Council MOP to be sure updates have been incorporated.	

## **MINUTES**

Society Rules Committee Web Meeting

September 9, 2019

11:00 am – 12:00 pm

### **MEMBERS PRESENT:**

Larry Markel, Chair

Ken Fulk, Vice Chair

Doug Fick

Trent Hunt

Bill Klock

Dunstan Macauley

Bill Dean

### **STAFF PRESENT:**

Candace DeVaughn

Claire Neme

### **CALL TO ORDER**

Chair Larry Markel called the meeting to order at 11:00 am on Monday, September 9. Members and guests in attendance as listed above. A quorum was present.

### **CODE OF ETHICS**

Mr. Markel read the ASHRAE Code of Ethics commitment. He encouraged all present to read and become familiar with the code.

### **REVIEW OF AGENDA**

No changes. The agenda was accepted as presented.

### **APPROVAL OF MINUTES**

Mr. Macauley moved and it was seconded

(1) that the minutes from the SRC meeting of June 25, 2019 be approved as presented.

**MOTION 1 PASSED** (Unanimous Voice Vote, CNV).

**OLD BUSINESS****Review Status of Staff Handbook 3.910**

Removal of this section of the ROB was approved by the BOD and is complete.

**Review Status of Officer and Director MOP (3.400)**

It was agreed that this section of the ROB should be a separate MOP document and should not be included in the ROB.

Mr. Fulk will create a 'clean' version of section 3.400 for the Committee to review, add comments, and voted on, either by letter ballot or at the next in person meeting. If approved, the edited version will be forwarded to the BOD for approval.

AI - 1

**Mentoring (Appendix D of 3.400) – Move to 2.105.002?**

It was discussed that this section of the ROB is relevant to all committees and councils, not just the officers and directors. There was consensus from the Committee on this point.

Staff will draft edits to section 2.105.002 of the ROB and forward them to the SRC for review.

AI - 2

**Status of Foundation Election Changes**

No changes to the election process or ROB are recommended at this time.

It will be stressed during the election that the list of candidates are in priority order as submitted by the Foundation. It was reiterated that the BOD is not bound during the election to adhere to this prioritized list.

The date that the Foundation must submit the priority order list to the President-Elect was changed to allow the Foundation to incorporate names submitted for recommendation through the online recommendation form.

Mr. Klock volunteered to update the Foundation on this item of business.

**NEW BUSINESS****SRC Organization, Actions**

Council liaison assignments were reviewed.

Because there is only one new member this year, Mr. Fulk will conduct a one on one call with Mr. Dean and review the SRC training PowerPoint.

AI - 3

In preparation for the 2020-21 Society year where there will be three new members on the Committee, all members are asked to review the current training materials and provide suggested updates. Staff will distribute the most recent training PowerPoint.

Mr. Markel reviewed volume assignments and advised members to bring up to the committee any proposed edits to his assigned volume. Members are also free to bring up items in other sections.

### **Tech Council MOP**

Mr. Fick moved and it was seconded

(2) that the edits to the Technology Council MOP as shown in ATTACHMENT B be approved.

**MOTION 2 PASSED** (Unanimous Voice Vote, CNV).

### **ASHRAE ROB Review Concerning Sections**

Mr. Hunt moved and it was seconded

(3) that the Rule of the Board concerning sections be revised as follows:

*An ASHRAE Group that is a type of an ASHRAE section can be formed in those countries where national laws and official regulations prohibit the formation of chapters and sections or where there exist cooperation agreements signed with National HVAC Associations.*

**MOTION 3 PASSED** (Unanimous Voice Vote, CNV).

### **ROB 4.100.012 Strategic Plan Wording Revision**

Mr. Klock moved and it was seconded

(4) That ROB section 4.100.12 be revised as follows:

*ASHRAE uses a strategic planning process ~~has committee to a strategic planning process designed to bring enhanced focus to its activities.~~ Plans are developed by the ASHRAE Planning Committee in collaboration with Working with the ASHRAE membership and its partners, the Board of Directors, has developed the strategic plan to help direct the organization over the next three to five years. The life of strategic plans is typically five years or less. This plan was approved on June 24, 2014.*

The edit is clear and concise and the removal of specific dates means the ROB does not have to updated after each new strategic plan.

**MOTION 4 PASSED** (Unanimous Voice Vote, CNV).

**Members Council Motions**

Mr. Macauley moved and it was seconded

(5) that ROB section 2.411.003 be revised as follows:

2.411.003.4

S. YEA Inspirational Leader Award recognizes a Young Engineer in ASHRAE (YEA) member who has gone above and beyond to make considerable contributions to the industry and community.

**MOTION 5 PASSED** (Unanimous Voice Vote, CNV).

Mr. Klock moved and it was seconded

(6) that ROB section 2.422.002.1 be revised as follows:

*B. Voting membership shall consist of a chair ~~three (3)~~ four (4) vice chairs, and one representative from each region who serves as Regional Vice Chair Research Promotion.*

**MOTION 6 PASSED** (Unanimous Voice Vote, CNV)

Mr. Macauley moved and it was seconded

(7) that ROB section 2.422.003.1 be revised as follows:

*C. The Honor Roll for corporate contributions shall be restricted to investors of ~~\$150~~ \$500 or more.*

*D. The Honor Roll for individual contributions shall be restricted to investors of ~~\$100~~ \$150 or more.*

**MOTION 7 PASSED** (Unanimous Voice Vote, CNV).

Mr. Fick moved and it was seconded

(8) that ROB section 2.402.003.3 be revised as follows:

*The Committee annual will seek input from members and ExCom on issues to be addressed. The Committee annually will develop a list of proposed public policy priorities addressing significant current issues and will submit it to ~~Members Council and~~ ExCom and the Board of Directors for approval and as an information item to Members Council.*

**MOTION 8 PASSED** (Unanimous Voice Vote, CNV).



Mr. Macauley moved and it was seconded

(9) that ROB section 1.120.002 be revised as follows:

*Amendments to the bylaws of the Society shall be voted by the membership at ~~the Annual Meeting of the Society, except by special direction of the President~~ any annual, winter or special meeting of the Society as defined in SBL Section 3.1 and as provided in the SBL Section 3.3.*

This is a housekeeping item as the referenced changes in SBL Section 3.1 have already been approved.

**MOTION 9 PASSED** (Unanimous Voice Vote, CNV).

### **Housekeeping Item Section 2.101 Index**

ROB section 2.101.009 Interaction with Government was deleted at some point in the past and ASHRAE Research Canada was moved from 2.101.010 to 2.101.009 but the index was not updated to reflect this change.

It was determined that this is an editorial change that staff should update.

AI - 4

### **2019-20 MBOs**

Mr. Markel reviewed the MBOs for the current Society year (ATTACHMENT C).

Mr. Markel will send suggested revisions to the Reference Manual to the full Committee for review and comment.

AI - 5

Mr. Klock will email committee chairs and vice chairs, provide the specific sections of the ROB that pertain to their committee and request that they review and provide feedback.

AI - 6

Mr. Klock pointed out that the MOP for Publishing and Education Council should be reviewed to be sure recent changes have been incorporated.

AI - 7

### **NEXT MEETING**

The next meeting will be in Orlando, at the 2020 Winter Conference. The Committee may receive a letter ballot before the next meeting. No additional conference calls are scheduled at this time.

**ADJOURNMENT**

The meeting was adjourned at 12:10 pm.

Respectfully Submitted,



Candace DeVaughn

- ATTACHMENTS:
- A. SRC Minutes – 2019 June 25
  - B. Tech Council MOP Changes
  - C. 2019-20 MBOs

CC: Board of Directors



Shaping Tomorrow's  
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## **MINUTES**

### **SOCIETY RULES COMMITTEE MEETING**

**Tuesday, June 25, 2019**  
**Kansas City Annual Meeting**  
**2:00 – 6:00 pm**

*Note: These minutes are not the official record of minutes until voted on and approved by SRC.*

Society Rules Committee Meeting  
June 25, 2019  
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**PRINCIPAL MOTIONS**

Society Rules Committee Conference Call  
June 25, 2019

- | <u>No.- Page</u>  | Motion:   |
|-------------------|---|
|                   | <b>CONSENT AGENDA</b>   |
| 2 10              | that the proposed ROB changes as presented in <b>Attachment A</b> (Historical Committee, Training and Education Committee, Publications Committee and Certification Committee) be approved as presented.<br><b>MOTION 2 (CONSENT AGENDA) PASSED</b> 4-0-0 CNV |
| 3 10              | that the ECC ROB changes be approved as amended to keep the wording of 2 consultants and move it to line B: the listing of non-voting members as shown in <b>Attachment B</b> .<br><b>MOTION 3 PASSED</b> 5-0-0 CNV   |
| 4 10              | that the revisions to the Handbook Committee ROB as shown in Attachment C be approved as presented<br><b>MOTION 4 PASSED</b> (5-0-0-CNV)  |
| 5 10              | that SRC recommends to the Board of Directors that ROB 3.910.006 be approved as submitted.<br><b>MOTION 5 PASSED</b> (5-0-0, CNV)   |
| 6 12              | that SRC requests the Board of Directors approve a waiver of the SRC Qualifications (ROB 2.424.002.2) Rule for 2019-2020 society year.<br><b>MOTION 6 PASSED</b> (4-0-1, Mr. Markel abstained.)   |
| 7 12<br>(Amended) | that ROB 2.105.022 include wording that ASHRAE may establish other regional offices, other than ASHRAE headquarters, for training or education purposes.<br><b>AMENDED MOTION 7 PASSED</b> (5-0-0, CNV)   |
| 8 14              | that changes to CEC ROB 2.104.013.2 be approved as presented<br><b>MOTION 8 PASSED</b> (4-0-0-CNV) (Mr. Macauley was not present)   |
| 9 14              | that revisions to the SRC MOP as shown in Attachment F be approved<br><b>MOTION 9 PASSED</b> (4-0-0-CNV(- (Mr. Macauley was not present)  |

**ASHRAE Foundation presented 3 motions for wording review only:**

**Foundation Motion 1:** referred back to the Foundation for further review.

**Foundation Motion 2:** The ASHRAE Foundation moves that ASHRAE Rule of the Board 3.300.007.3 be changed to meet the needs of the Foundation to provide additional insight for the ASHRAE Board of Directors to elect provide- Foundation Board of Trustees Members that meet s-the needs and goals of the Foundation,

3.300.007.3 Election (18-06-27-06)

**FOUNDATION MOTION 2 PASSED**

**Foundation Motion 3:** The ASHRAE Foundation recommends to Board of Directors change ASHRAE ROB: **3. 3.300.009 NOMINATION AND ELECTION TIMETABLE** (09-06-24-15/16-01-27-05)

**FOUNDATION MOTION 3 PASSED 4-0-0 CNV**

**ACTION ITEMS**

Society Rules Committee Conference Call  
June 25, 2019

<b><u>No.</u></b>	<b><u>Responsibility</u></b>	<b><u>Summary</u></b>	<b><u>Status</u></b>
1 - 10	Staff	Schedule the next SRC meeting in August or September	—

## **MINUTES**

SOCIETY RULES COMMITTEE  
MEETING  
Kansas City MO, Annual Meeting  
June 25, 2019  
2:00 – 6:00 pm

MEMBERS PRESENT: Don Brandt, Chair  
Larry Markel, Vice Chair  
Ken Fulk  
Trent Hunt  
Bill Klock  
Dunstan Macauley  
Julia Keen, CO  
Art Giesler, Cons

MEMBERS ABSENT: Leon Shapiro, Cons

INCOMING MBRS PRESENT: Bill Dean  
Doug Fick

GUESTS PRESENT: Dan Russell, LeaDRS, Region IX  
Kirsten Burk, Leadership U  
David Underwood, Presidential Member

STAFF PRESENT: Claire I. Neme  
Candace DeVaughn  
Joyce Abrams  
Caroline Sevier, ASHRAE Washington DC Office

### **CALL TO ORDER**

Vice Chair Larry Markel called the meeting to order at 2:00 pm on Tuesday, June 25, 2019. Members and guests attended as listed above. A quorum was present.

### **Code of Ethics**

Mr. Markel reminded members that ASHRAE operates under its Code of Ethics at every meeting. They were asked to review the code and become familiar with it.

### **REVIEW OF AGENDA**

There were no changes; the agenda was accepted as presented.

### **ACTION ITEMS UPDATE**

All ongoing action items from the previous meeting are on the agenda for today's call

### **APPROVAL OF MINUTES**

Mr. Klock moved and it was seconded

- (1) that minutes from the SRC meeting of June 3, 2019 be approved as presented.

**MOTION 1 PASSED (UVV-CNV)**

**OLD BUSINESS**

Reviewing PEC Proposed ROB Changes (Attachment A)

Ms. Keen reviewed the proposed ROB changes in the restructure of PEC. After some discussion, All changes were approved with one exception; the ECC recommendation to remove the option of 2 consultants. This was approved by the Board. Justification for listing the two consultants is the workload can fluctuate based on projects they are working on. SRC agreed to keep the wording in the ROB.

CONSENT AGENDA

Mr. Macauley moved and it was seconded

- (2) that the proposed ROB changes as presented in **Attachment A** (Historical Committee, Training and Education Committee, Publications Committee and Certification Committee be approved as presented.

**MOTION 2 PASSED 4-0-0 CNV**

Chair Don Brandt arrived.

Mr Macauley moved and it was seconded

- (3) that the ECC ROB changes be approved as amended to keep the wording of 2 consultants and move it to line B: the listing of non-voting members as shown in **Attachment B**.

**MOTION 3 PASSED 5-0-0 CNV**

Handbook ROB Revisions (Attachment C)

SRC reviewed revisions to the Handbook Committee ROB as presented in Attachment C. After some discussion, Mr. Markel moved and it was seconded

- (4) that the revisions to the Handbook Committee ROB as shown in Attachment C be approved as presented

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

ROB 3.910.006 Special Publications (**Attachment D**)

Mr. Markel moved and it was seconded

- (5) that SRC recommends to the Board of Directors that ROB 3.910.006 be approved as submitted.

**MOTION 5 PASSED (5-0-0, CNV)**

SRC Membership Change

A one year waiver for 2019-20 society year was recommended for the SRC Membership Qualifications to suspend ROB 2.424.002.2 – SRC qualifications as follows:



## 2.424.002.2 Qualifications

- A. Either the chair or the vice chair shall be a current **or former** 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 former** Directors.
- E. All members shall have been members of the Society for 8 years prior to appointment.

Mr. Klock moved and it was seconded

- (6) that SRC requests the Board of Directors approve a waiver of the SRC qualifications (ROB 2.424.002.2) Rule for 2019-2020 society year.

**Background:** For 2019-2020 the proposed SRC Chair & Vice Chair are former BOD members. SRC membership will include current Directors who will be able to propose motions at BOD meetings

**MOTION 6 PASSED** (4-0-1, Mr. Markel abstained.)

Addition to ROB 2.105.022

Mr. Macauley moved and it was seconded

- (7) that ROB 2.105.022 include wording that ASHRAE may establish other regional offices for training or education purposes.

**(7 Amended)** Bill Klock moved to amend as follows:

that ROB 2.105.022 include wording that ASHRAE may establish other regional offices, other than ASHRAE headquarters, for training or education purposes.

**AMENDED MOTION 7 PASSED** (5-0-0, CNV)

**Members Council Motions:**

Mr. Macauley presented several proposed motions from Members Council for SRC wording review. This will be information item to the BOD in the SRC report:

**MOTION 6:**

**That the ASHRAE Society Bylaws (SBL) and ROBs be amended as follows:**

- A. **SBL Section 3.3 Voting.** At any annual, winter, or special meeting, each voting member, as defined in Section 2.11, shall be entitled to one vote, which may be cast in person or by proxy. A proxy shall not be valid longer than three months from its date of execution.

Nominations shall be put forward by the Nominating Committee as hereinafter provided in Section 7.6.

Nominations may also be made in writing by petition signed by not fewer than fifty-½ of 1% of the members eligible to vote

. and nNo more than 50% of the petitioners belonging to any  
single region shall count towards the required minimum. The minimum number of members eligible to vote shall be based on the Society's membership roster as of the first day of the Society year. Upon presentation of such nominations by petition to the Secretary with each nominee's written consent, not less than one hundred twenty days prior to the first session of

the annual meeting, the nominees' names shall be placed upon the ballot. A notation on the ballot shall indicate that such nominees are presented by members independent of the Nominating Committee.

Mr. Markel moved and Mr. Fulk seconded; Members Council Motion 6 wording was accepted.  
5-0-0 CNV

**MOTION 9:**

**That ROB 1.120, Bylaws be revised as follows:**

- 1.120 BYLAWS
- 1.120.001 General Requirements
- 1.120.002 Amendments (64-10-09-11)

Amendments to the bylaws of the Society shall be voted by the membership at any annual, winter or special meeting of the Society as defined in SBL Section 3.1 and as provided in the SBL Section 3.3 ~~the Annual Meeting of the Society, except by special direction of the President.~~

Accepted wording 5-0-0-CNV

**MOTION 10:**

**That ROB 3.300.001, Board of Directors Elections be revised as follows:**

**1. Qualifications**

- Only Fellows, Life Members, **Honorary Members** and Members shall be eligible for election as voting members of the Board of Directors. (SBL 4.2)
- Candidates for consideration as officer or director shall have attained the grade of Member at least five years before the date of election qualifications as provided below. in the Bylaws.
- 3. In addition to Section 3.300.001.B.1 and Section 3.300.001.B.2, candidates for consideration as the Society President-Elect shall have previously served in the office of Society Treasurer or Society Vice President.
- 4. In addition to Section 3.300.001.B.1 and Section 3.300.001.B.2, candidates for consideration as the Society Treasurer shall have previously served in the office of Society Vice President.
- 5. Candidates for consideration as Society Vice President shall have previously served on the Board of Directors, and have been a member in good standing at least five years.
- 6. Candidates for consideration as a Director and Region Chair (DRC) or a Director At Large shall have attained the grade of Member at least five years before the date of election.

It was suggested that Mr. Macauley include Mr. Littleton's comments in the background.

Wording accepted with the suggestion to add Honorary Members under section 2.

**5-0-0-CNV**

**Motion from CEC (Attachment E)**

**Motion:** ROB 2.104.013.2 (86-06-26-65) be revised as follows (strikethrough indicates deletion, underline indicates addition):

2.104.013.2 (86-06-26-65) The cost of social functions shall not be included in the factors that determine registration rates for winter and annual conferences. ~~-accounting for Society Meetings, but should be budgeted separately to break even.~~ A ticket price per event shall be based on market rates and any additional expenses, if any, are to be subsidized by Society. Any surplus from social events income shall be returned to the General Fund of the Society.

Background: A change to this ROB was requested by Finance Committee, who recommended that this ROB be revised to describe the current practice of setting a “reasonable” price for an event and subsidizing the rest of the cost. Revising the ROB as shown in the motion would eliminate the need to ask for a waiver of the current ROB’s break even budget requirement. The “break even” ticket price for an event would be too high.

Mr. Fulk moved and it was seconded

(8) that changes to CEC ROB 2.104.013.2 be approved as presented

**MOTION 8 PASSED** (4-0-0-CNV) (Mr. Macauley was not present)

Refrigeration Composition ROB 2.420.002.1

Mr Hunt withdrew this motion to approve this Rule change.

**SRC MOP (Attachment F)**

Mr Fulk moved and it was seconded

(9) that revisions to the SRC MOP as shown in Attachment F be approved

**MOTION 9 PASSED** (4-0-0-CNV(- (Mr. Macauley was not present)

**GAC MOP**

Wording was approved for the GAC MOP.

4-0-0- CNV – (Mr. Macauley was not present)

**Foundation Motions**

1. The ASHRAE Foundation Board of Trustees moves that Section 2.105.008 of the ASHRAE Rules of the Board be changed to align with the ASHRAE Foundation By Laws.

**2.105.008 Trustee Membership** (98-01-18-13) In accordance with the bylaws of the ASHRAE Foundation, the ASHRAE Foundation Board of Trustees ~~Directors~~ shall fix the number of members on the Foundation Board. The ASHRAE Board of Directors shall confirm the number of Trustees ~~of Trustees~~ as being the number of members elected by the ASHRAE Board of Directors.

Background

Currently there is conflict between the Foundation By Laws and the ASHRAE Rules of the

Board. The Foundation By Laws state the number of Trustees shall be fixed by them, The ASHRAE Rules of the Board states the number of Foundation Trustees shall be set by the number elected by the ASHRAE Board. This change allows the Board of Trustees to set a number of members to meet the Foundations needs and goals while allowing the ASHRAE Board of Directors to confirm that number.

**FOUNDATION MOTION 1** was referred back to the Foundation for further edits; motion withdrawn.

**2. The ASHRAE Foundation moves that ASHRAE Rule of the Board 3.300.007.3 be changed to meet the needs of the Foundation to provide additional insight for the ASHRAE Board of Directors to elect provide Foundation Board of Trustees Members that meet s-the needs and goals of the Foundation, 3.300.007.3 Election (18-06-27-06)**

1. The Board of Directors shall, no later than December 15:
  - Consider the qualifications of candidates with the Foundations Chair's Recommendation Notes of those nominated by the Foundation Board of Trustees to meet the needs and goals of the Foundation to serve on their Foundation Board of Trustees.
  - Call for nominations from the floor. Nominations from the floor require an oral recitation of biographical data, qualifications, or other relevant data about the nominee from the proposer, who shall specifically stipulate that the individual is being nominated for Trustee of the ASHRAE Foundation. Biographical data and other information in hardcopy or electronic form may be provided if time allows. Consideration should be given that the candidates will meet the needs and goals of the Foundation.
  - Conduct a single secret ballot for all vacancies with each BOD member voting for the number of candidates equal to the number of vacancies to be filled.
  - The candidates receiving the highest numbers of votes shall be elected to fill vacancies as Foundation Trustees. The three candidates receiving the next highest numbers of votes shall be designated as alternates. In case of a tie vote, the election will be decided by the priority rank order of the candidates as determined and presented to the Board of Directors by the BOT. ~~and presented by the President-Elect.~~
2. After the Winter Meeting and after receipt of the report from the Nominating Committee, the list of elected members and alternates will be revised to account for vacancies and conflicts caused by those nominated to the Board of Directors.
3. Staff shall notify newly elected ASHRAE Foundation Trustees of their election.

#### Background

It is most important that those elected to the ASHRAE Foundation meet the needs and Goals of the Foundation. These specific considerations are made by the Foundation Nominating Committee and further considered by the full Foundation Board in providing their recommendations to the ASHRAE Board of Directors. Unfortunately, and demonstrated in the past, the Board of Directors may not have the complete and historical knowledge of the candidates necessary to achieve the continued success of the Foundation in its mission to support ASHRAE. Board members may have no knowledge at all of current and potential trustees that have and continue to provide operational and financial success of the Foundation.

#### **FOUNDATION MOTION 2 PASSED 4-0-0 CNV**

Motion: The ASHRAE Foundation recommends to Board of Directors change ASHRAE ROB

#### **3. 3.300.009 NOMINATION AND ELECTION TIMETABLE (09-06-24-15/16-01-27-05)**

Per the strike / underlines below – specifically the due date on Item 9.

9. Obtain list of recommended candidates for the position of ASHRAE Foundation Trustee from the chair of the Foundation Board of Trustees. Deliver list of recommended candidates for Foundation Trustee and updated database of qualified members for ASHRAE Scholarship Program Trustees to the President- Elect for review. Review is confidential so that potential candidates are not misled into thinking they have been selected for membership.	Staff	10/20
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**Background:**

Currently under item 8 ASHRAE Staff provides a list of Trustee nominees to the Foundation Chair on September 30:

8 Deliver updated database of qualified members for BOD-elected committees to BOD subcommittee members, for review. Deliver updated list of nominations for position of ASHRAE Foundation Trustee to the Chair of the Foundation Board of Trustees. Review is confidential so that potential candidates are not misled into thinking they have been selected for membership.	Staff	9/30
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And under item 9 Staff wants a completed list back on September 30 the same day

9. Obtain list of recommended candidates for the position of ASHRAE Foundation Trustee from the chair of the Foundation Board of Trustees. Deliver list of recommended candidates for Foundation Trustee and updated database of qualified members for ASHRAE Scholarship Program Trustees to the President-Elect for review. Review is confidential so that potential candidates are not misled into thinking they have been selected for membership.	Staff	9/30
--	-------	------

The Foundation Chair needs more time to receive and deliver a recommended list of Candidates from the Foundation Nominating Committee do its work.

11. BOD Subcommittee members, shall return list of nominees selected from database of members who have previously agreed to serve if elected. List shall include at least twice the number of members and alternates required for election.	Subcommittee/ Staff	10/20
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**FOUNDATION MOTION 3 PASSED 4-0-0 CNV**

MBOs Update

Mr. Brandt reported that the 2018-19 MBOs are complete.

**NEXT MEETING**

The next meeting will be scheduled in August or September.

AI 1

**ADJOURNMENT**

Mr. Brandt thanked everyone. Mr. Klock moved and it was seconded to adjourn. All were in favor and the meeting was adjourned at 4:56 pm.

Respectfully submitted,



Claire Neme, Staff Liaison

Attachments: A. PEC Proposed ROB Revisions  
B. ECC ROB Revisions  
C. Handbook ROB Revisions  
D. ROB 3910.006 Special Publications Revisions  
E. ROB 2.104.013.2 CEC Revisions  
F. SRC MOP Draft

cc: Board of Directors



# Attachment A

SRC Minutes-June 25, 2019

## 2.429 CERTIFICATION COMMITTEE

### 2.429.1 SCOPE AND PURPOSE

This committee is responsible for ASHRAE certification of persons, including evaluating and recommending proposals for new programs, and developing, implementing, maintaining, and monitoring and evaluating ASHRAE certification/credentialing programs.

### 2.429.2 MEMBERSHIP

#### 2.429.002.1 Composition

(15-01-28-07/18-01-24-05)

The members of this committee are as follows:

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

#### 2.429.002.2 Qualifications

- A. The chair and vice chairs 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. (12-01-25-16B)
- 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

(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.~~

### 2.429.3 OPERATION

#### 2.429.3.1 General Requirements

~~A. The principal objective of the committee is to establish specific credentialing goals, including identification of credentialing programs to be implemented.~~

~~A. The committee shall evaluate proposals for new certification programs, including need and market demand.~~

~~B. The committee shall develop and maintain certification programs in accordance with ISO/IEC 17024, Conformity assessment – General requirements for bodies operating certification of persons.~~

~~B.C. The committee shall monitor and evaluate the effectiveness of programs after implementation.~~

~~C. The committee shall establish eligibility/pre-requisite education and experience required to participate in credentialing programs. This task shall include establishing base educational and experience background to take courses, to take examinations, and to achieve credentialing in an area.~~

~~D. The committee, working with staff, shall define the body of knowledge necessary to earn the credential and shall set up curricula for each credentialing program, which might include a series of courses required, dependent upon applicant's education, experience, and performance.~~

~~E. The committee shall coordinate with other ASHRAE committees as appropriate.~~

~~F. The committee shall set up examination requirements including test papers, proctored examinations, and re-testing where applicable.~~

~~G. The committee shall investigate potential partnering organizations in developing credentialing and educational programs.~~

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2.429.3.2 Travel Reimbursement Policy Budget (07-06-27-21)

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A. The cost of committee members' travel or transportation to attend meetings of the committee will be reimbursed, if requested, based on the applicable Rule of the Board.

The budget of this committee may include travel costs for liaisons to other groups working on certification issues and travel costs to bring members of other societies/groups with needed expertise to meet with this committee. Travel costs (other than normal transportation costs) will be available only for Certification Committee members who have no allegiance to ASHRAE, and who would attend only to assist with this committee and related activities.

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B. The committee's budget may include travel or transportation costs for liaisons to other groups working on certification programs.

C. This committee's budget may include travel or transportation costs to bring non-ASHRAE members to assist with this committee or its subcommittees and related activities.

D. This committee's budget may include travel or transportation costs for committee or subcommittee members who participate in activities that are unique and extraordinary to typical committee activity.

E. Individuals may request travel reimbursement for activities must be made prior to travel. Approval for travel will be by committee chair and Publishing and Education Council chair and must be given prior to travel.

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2.429.004 STRATEGIC PLAN (09-06-21-12C)

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the Professional Development Committee council prior to the Annual Meeting. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the Professional Development Committee council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

2.419-PUBLICATIONS COMMITTEE

2.419.001 SCOPE AND PURPOSE

This committee identifies the technical information needs of the HVAC&R industry not met through the ASHRAE Handbook series, ASHRAE's Research Journal, standards, or guidelines, or user's manuals and oversees editorial policies and delivery of products to the marketplace. This committee also determines the best paper published in the volume year of ASHRAE Journal preceding the ASHRAE Winter Conference.

2.419.002 MEMBERSHIP

2.419.002.1 Composition

The members of this committee shall be as follows:

A. Twelve (12) voting members, including a chair and a vice chair. (16-06-29-20)

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.

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 Terms of Service

The term of service for voting members is intended to be three (3) years ~~subject to ROB 2.300 Election and Appointment Procedures.~~

### 2.419.003 OPERATION (example actions are listed)

#### 2.419.003.1 General Requirements

A. This committee shall oversee the editorial policies of ASHRAE's Special Publications, *ASHRAE Transactions* and other conference proceedings, ASHRAE's magazines (such as ~~the~~ *ASHRAE Journal* and *High Performing Buildings and ASHRAE Insights*), and ASHRAE's electronic newsletters. The committee shall be subject to these conditions:

1. The data recommended for publication shall tend toward the professional education of the individual engineer;
2. Such data shall be free from commercial bias;
3. Such data shall tend to advance for the public benefit the arts and sciences relating to heating, refrigeration, air conditioning, and ventilation and the allied arts and sciences. (67-06-25-08/82-06-30-25/86-06-22-18M)

B. ASHRAE shall produce "Special Publications" that shall be defined as all technical publications in print format (except for the ASHRAE Handbook series; standards, guidelines, and user's manuals; ASHRAE's research journal, and ASHRAE's magazines), such as non-series books (including books resulting from ASHRAE Research Projects and Special Projects), books in the Advanced Energy Design Guide series and the ASHRAE Datacom Series, charts, and tools, as well as all technical publications in machine-readable format, such as audio and visual presentations, software, databases, apps, and online resources. ~~This committee shall guide and assist the publishing staff with respect to Special Publications.~~

C. The objective of *ASHRAE Transactions* shall be to serve as the archival publication of unsolicited research papers and Society-sponsored research and discussions in HVAC&R technical areas presented at the ASHRAE Annual and Winter Conferences as well as of Society business such as council and committee membership and award recognition. The objective of proceedings of ASHRAE-sponsored conferences and ASHRAE cosponsored conferences shall be to serve as the archival publications of the unsolicited research papers presented at these conferences.

D. The objective of ~~the ASHRAE Journal~~ shall be to ~~maintain and enhance its leadership role in~~ communication of heating, ventilating, air-conditioning and refrigerating information to and from the profession, industry, and related interests ~~through its editorial and advertising content.~~ (ROB 520-144-005). Editorial and advertising content of ~~ASHRAE Journal~~ shall be directed toward the professional education of persons engaged in industries related to heating, refrigeration, air conditioning and ventilation. (86-06-22-18K) The objective of *High Performing Buildings* shall be to focus on practices and technologies to promote better buildings and offer practical solutions. Articles will include when available measured performance data and lessons learned through the design, construction and operation of today's best-performing buildings.

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E. The objective of ~~the ASHRAE's electronic newsletters~~ *Insights* shall be to communicate news to various audiences. ~~of ASHRAE eSociety, distributed to members only, activity, including news of members, chapters, regions, Society committees, and International Associates. (ROB 520-144-007); Editorial content of Insights will communicate news of Society activity, including news of members, chapters, regions, Society committees and International Associates. (86-06-22-18L) ASHRAE Journal Newsletter, distributed to members only, connects news of industry trends with articles from the journal's archive of peer-reviewed content. ASHRAE HVAC&R Industry News curates the latest trends and announcements from the industry to a large readership of members and non-members. HPB Newsletter combines online-first versions of HPB print articles with links to external articles related to energy efficiency, resiliency and sustainability for a diverse audience of ASHRAE engineers, architects, facilities managers and building owners.~~

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~~In addition to the Handbook, standards and guidelines, research journal, ASHRAE Journal, and Insights, ASHRAE shall produce technical publications. This group of technical publications shall be referred to as special publications and shall be defined as all technical publications including non-print formats, such as machine-readable items, and audio and visual presentations, software, and apps, except for the ASHRAE Handbook, standards and guidelines, research journal, ASHRAE Journal, and Insights. (ROB 520-164-004)~~

~~Papers and discussions presented at ASHRAE meetings-conferences (with the exception of workshop forum discussions unless participant permission is given), ASHRAE cosponsored conferences-meetings, and ASHRAE-sponsored conferences may be published in the Journal in original text or condensed form. (86-06-22-18K)~~

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~~When important issues are submitted to the membership by the Board of Directors for consideration through use of the Journal, both supporting and opposing views will be presented whenever possible. (86-06-22-18K)~~

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~~The Journal operation shall receive full cost recovery from projects and advertisements carried for other Society committees and/or councils. (87-07-02-41-001)~~

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~~ASHRAE shall retain a contributing editor for ASHRAE Journal. (88-05-21-38)~~

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#### 2.419.003.2 Licensing and Reprints

~~Permission or license is to be granted to individuals, organizations, or companies to reproduce portions of or a complete copy of Preprints/Transactions paper or ASHRAE Journal article, provided that~~

~~1. An "Agreement for Permission to Publish" has been signed by all authors of the preprint/paper in question. (For those published in 1978 and later only.)~~

~~2. Appropriate credit as specified by the Society is included in the republication.~~

~~3. An appropriate disclaimer as specified by the Society is included in the republication.~~

4. The use of the preprint/paper does not imply commercial endorsement by the Society.  
5. Copies of the preprint/paper are not sold for profit by the requesting individual, organization or company. Reprints of individual Preprints/Transactions papers or Journal articles will be made available to individuals, organizations or companies, upon request and receipt of payment, in quantities of 100 or more (multiples of 100) at cost plus an overhead mark up. Duplicate film negatives of individual articles or material published in ASHRAE Journal will be made available to individuals, organizations, or companies, at cost plus overhead mark up

~~— Permission or license is to be granted to individuals or companies to reproduce psychrometric charts, provided~~

~~1. The reproduction clearly indicates the chart as being the ASHRAE Psychrometric Chart, and that no alterations are made to the Chart.~~  
~~2. A royalty fee of 20 percent is paid to ASHRAE when charts are printed by others, in forms similar to those offered for sale by ASHRAE. The royalty fee is to be calculated on the basis of the current list price for similar form and quantity. No permission or license is to be granted to reproduce charts if the requesting organization intends to sell copies for profit. (79-06-28-48)~~

#### 2.419.003.3 Honorarium

Authors of published feature articles in ASHRAE Journal shall be given a credit of \$100 to apply to the purchase of ASHRAE publications. (93-01-27-44)

#### 2.419.003.4 Editorial Content

~~— Editorial content of Insights will communicate news of Society activity, including news of members, chapters, regions, Society committees and International Associates. (86-06-22-18L)~~

~~— A summary of major actions taken by the Society's Board of Directors will be published in Insights. (86-06-22-18L)~~

~~— When important issues are submitted to the membership by the Board of Directors for consideration through use of Insights, both supporting and opposing views will be presented whenever possible. (86-06-22-18L)~~

~~— Within this committee policy guidelines, the overall planning of editorial content for the ASHRAE Journal and ASHRAE Insights is the responsibility of the Editor. The implementation of the overall plan for specific issue editorial content is the responsibility of the Editor and his or her respective publication staffs.~~

#### 2.419.003.5 Special Publications Approval Procedure

~~— Special Publications approval procedure is intended to assure that data on the fiscal impact are available to the Publishing and Education Council during consideration of any request for approval of any special publication. The procedure does not apply to the Preprints/or Standards. Although intended for use with publications offered for sale by ASHRAE, it also could apply to free publications. The procedure is as follows:~~

~~— Before recommending a proposed publication for Publishing and Education Council approval, the committee sponsoring the publication will obtain from its staff liaison or the Editor of Special Publications a Publications Request Form.~~

~~— The completed form is to be returned to the Editor of Special Publications, who will coordinate a staff analysis of the publication, and submit recommendations to this committee.~~

~~— This committee will review the recommendations and supporting data, and report to the Publishing and Education Council, which will approve, reject, or defer the proposed publication. (86-01-22-29/88-02-04-63C)~~

#### 2.419.003.6 Transactions

~~— ASHRAE Transactions shall be prepared in the following manner Each yearly volume to be divided into two parts, and available for distribution to the membership ordering copies not later than four months after each Society Meeting. (65-07-04-41)~~

~~— ASHRAE Transactions shall include technical articles and accompanying discussions in complete form. Appropriate comments received within the time schedule for an issue of ASHRAE Transactions shall be included in that issue. (64-01-29-16/74-02-02-21)~~

~~— Symposium papers shall be included in ASHRAE Transactions. (74-02-02-19)~~

~~— The BOD authorizes complimentary copies of ASHRAE Transactions and symposium bulletins to be sent to the following agencies~~

- ~~1. Engineering Index~~
- ~~2. Chemical Abstracts~~
- ~~3. Current Contents – Engineering and Technology~~
- ~~4. Applied Sciences and Technology Index~~
- ~~5. Gas Abstracts~~
- ~~6. National Institute of Standards and Technology~~

#### 2.419.003.7 Disclaimers

~~The following publications disclaimer is approved by the BOD, and will be recommended to organizations that use ASHRAE Standards as a basis for related publications. The disclaimer states "This document is based on ASHRAE Standard \_\_\_\_\_; however, the sponsors of this document are responsible for the manner in which the standard is applied." (78-02-02-51)~~

#### 2.419.003.7 Operational Data

~~— An index of each year's articles, symposia, etc., in the same format used for the 1959-72 Composite Index shall be prepared and published annually. (It is recommended that the first of these annual Indices cover both 1973 and 1974, and then one each year thereafter. It is understood that the tape prepared for each year would be applicable for printing subsequent Composite Indices at intervals as may be deemed desirable or required.) (74-02-07-50)~~

~~— Further updating of the Composite Index shall become a staff operation, with administrative control by the Publishing and Education Council. (74-02-07-49)~~

~~— Continued efforts shall be made to publicize the availability of the ASHRAE Index including specific solicitation to libraries. (74-02-07-48)~~

~~— All ASHRAE produced disks will be copyrighted, and will follow normal ASHRAE copyright procedures. (86-01-19-05)~~

~~— The committee shall provide and maintain liaison with the Conferences and Expositions Committee and with the Research Administration Committee. Liaison with other groups and committees shall be conducted on an ad hoc basis. (87-03-28-38)~~

~~This committee is authorized to develop the concept of compiling data and equations from the ASHRAE Handbooks in computer readable form for sale. This authorization is not to include authorization or development of computer programs or algorithms, but shall be limited to data and equations already published in the Handbooks. (88-02-04-63A)~~

## 2.419.0045 STRATEGIC PLAN

~~This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council prior to the Annual meetingConference. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual MeetingConference.~~

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## 2.410 HISTORICAL COMMITTEE

### 2.410.001 SCOPE AND PURPOSE

The Historical Committee shall encourage and carry on historical research and provide support to history-related activities of the Society.

### 2.410.002 MEMBERSHIP

#### 2.410.002.1 Composition

The members of this committee are as follows

- A. ~~Nine~~ Seven (97) voting members including the chair and vice chair.  
(17-02-01-01)
- B. Non-voting members include a BOD ex officio member and a coordinating officer.  
(92-01-29-36C/98-01-16-13/06-06-28-11B/07-01-31-10/07-06-27-20)

~~C. Corresponding members include a Regional Historian from each region~~

#### 2.410.002.2 Qualifications

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

~~B. At least three (3) of the voting members should have served as a Regional Historian (RVC) or as a Chapter Historian. \_\_\_\_\_ (17-02-01-01)~~

#### 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.~~

### 2.410.003 OPERATION

#### 2.410.003.1 General Requirements

This committee shall sponsor, encourage and conduct research into the history of advances of the arts and sciences of heating, ventilating, air conditioning and refrigeration. This committee shall conduct historical symposiums, seminars, etc., and sponsor historical displays at Society meetings.

This committee shall encourage authorship and publication of articles of a historical nature.

This committee shall locate and identify items of historical significance and determine if such items may be moved to more convenient locations for display or availability.

~~This committee shall encourage regional and chapter historians to gather historical information and artifacts to be located in a convenient and available location in each region or chapter.~~ Encourage regional and chapter historians to gather information and artifacts to be located in a convenient and available location in each region or chapter.

A repository and catalog of literature of historical significance shall be maintained.

**This committee shall administer and review all ASHRAE HVAC&R Industry Milestone Plaque Awards guideline and judge the validity of the historical information presented by the ASHRAE Sponsoring Entity about the nominated eligible site, process milestone for the Award Plaque**

**Commented [SE1]:** Committee believes that they should continue to provide guidance to regional and chapter historians even though the Committee focus will be on the larger picture, at least during this transitional period.

#### **2.410.004 STRATEGIC PLAN**

(09-06-21-12C)

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the [Products Subcommittee](#) ~~council~~ prior to the Annual Meeting. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the ~~council~~ [Products Subcommittee](#) all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

Motion:

**Professional Development Committee recommends Functional Planning Subcommittee approve changes to the committee's ROB as shown in [Attachment A](#). A copy with complete revisions is shown in Attachment B.**

**Background:** These changes will reflect the reporting and procedural changes that will happen with the new PEC restructure plan.

**Fiscal Impact:** None.

#### **ATTACHMENT A.**

### ~~2.418 TRAINING AND EDUCATION PROFESSIONAL DEVELOPMENT COMMITTEE~~

#### **2.418.001 SCOPE AND PURPOSE**

This committee identifies the educational [and training](#) needs of the HVAC&R industry, recommends and maintains policies, sets curriculum, [evaluates the effectiveness](#) and ~~oversees~~ [monitors](#) the development and delivery of educational products and services.

#### **2.418.002 MEMBERSHIP**

##### 2.418.002.1 Composition (02-01-16-24/04-01-28-32/13-06-26-02/15-01-28-06)

The members of this committee are as follows:

A. Twelve (12) voting members, including a chair and two (2) vice chairs.

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

#### 2.418.002.1 Qualifications

~~C.~~—Membership should include broad representation from the HVAC&R industry. No one interest group should dominate the membership.

~~A.~~

~~D.~~

~~E.~~—A majority of the committee members should have experience as [users of continuing education courses or developers or providers of continuing education products](#), ~~to provide academic rigor to the Committee's products and curriculum. These include:~~

~~F. 1.~~—Design professionals or contractors that provide seminars to others of their trade.

~~G.~~—Educators that teach HVAC&R application courses.

~~H.~~—Manufacturers that provide educational programs either to their internal staff or in support of the HVAC&R industry.

~~I.~~—People that develop curricula or certificate programs in building sciences.

—

~~J.~~—Several members should have recent experience with distance learning technologies.

~~B.~~

~~K.A.~~ 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](#).

### 2.418.003 OPERATION

#### 2.418.003.1 General Requirements

A. This committee is responsible for having the subject matter and details for all ASHRAE course [and training material reviewed and appraised by the appropriate relevant](#) Technical Committee representatives and/or other technical resources. (85-06-27-28/88-02-04-19/00-06-28-07)

B. This committee is responsible for [defining the direction and content of the educational and training portfolio, marketing and creating awareness, assessment and evaluation, review cost and profit of](#)

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Commented [J2]: Content which references or is duplication of content from other chapters of the ROB should be removed to allow more efficient management of the ROB



~~courses~~ the design, development, marketing, and implementation of the courses and other deliverables ~~items~~ under its jurisdiction.

- C. This committee will provide a mechanism to formally recognize ~~students~~ participants for their ~~successful completion of training and educational programs~~ accomplishments obtained through the completion of ALL programs.
- D. ~~This committee is responsible for the operational aspects of its mission, which do not require prior approval of the Board of Directors except for matters involving Society policy.~~
- A. ~~This committee sets the price it deems appropriate for the courses and other deliverables offered with an approach to have the overall curriculum break even and not be profit driven. The committee prepares a 4-year fiscal plan consistent with its break even objective and submits this plan to the Board of Directors through the Finance Committee for approval.~~
- E. ~~The committee will seek the approval of the Board of Directors and the Finance Committee on major fiscal expenditures that are outside the reasonable limits of the fiscal plan. Publishing and Education Council will decide when such matters warrant submission for approval.~~

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**Commented [J3]:** Delete as this would be required if outside the allocated budget.

#### 2.418.004 STRATEGIC PLAN (09-06-21-12C)

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council prior to the Annual Meeting. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

**ATTACHMENT B.**

**TRAINING AND EDUCATION COMMITTEE**

**2.418.001 SCOPE AND PURPOSE**

This committee identifies the educational and training needs of the HVAC&R industry, recommends and maintains policies, sets curriculum, evaluates the effectiveness and monitors the development and delivery of educational products and services.

**2.418.002 MEMBERSHIP**

2.418.002.1 Composition (02-01-16-24/04-01-28-32/13-06-26-02/15-01-28-06)

The members of this committee are as follows:

- C. Twelve (12) voting members, including a chair and two (2) vice chairs.
- D. Non-voting members include a Board ex officio member and coordinating officer.

2.418.002.2 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 users of continuing education courses or developers or providers of continuing education products.
- C. 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.

**2.418.003 OPERATION**

2.418.003.1 General Requirements

F.D. This committee is responsible for having the subject matter and details for all ASHRAE course and training material reviewed and appraised by relevant Technical Committee representatives and/or other technical resources. (85-06-27-28/88-02-04-19/00-06-28-07)

G.E. This committee is responsible for defining the direction and content of the educational and training portfolio, marketing and creating awareness, assessment and evaluation, review cost and profit of courses and other items under its jurisdiction.

H.F. This committee will provide a mechanism to formally recognize participants for their successful completion of training and educational programs.

**2.418.004 STRATEGIC PLAN (09-06-21-12C)**

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council prior to the Annual Meeting. The

report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.



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## 2.405 ~~ELECTRONIC MEMBER~~ COMMUNICATIONS COMMITTEE SCOPE AND PURPOSE

The ~~Electronic Member~~ Communications Committee identifies the ~~electronic~~ communication, ~~and collaboration and training~~ needs ~~for of the~~ membership ~~groups and staff~~, recommends and maintains policies, and ensures that the implementation of information technologies meets the objectives and needs of the Society.

### MEMBERSHIP

#### 2.405.002.1 Composition (13-01-30-09)

The members of this committee are as follows

A. ~~Eight (8) voting members including the chair and vice chair, with provision for 2 consultants, as needed.~~

B. Non-voting members include a Board ex officio member and coordinating officer with provision for 2 consultants as needed.

#### 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.~~

### 2.405.003 OPERATION

#### 2.405.003.1 General Requirements

- A. Recommend and maintain policies, ~~and guidance and training~~ for managing ASHRAE's ~~electronic~~ communication infrastructure within membership groups.
- B. Ensure that ~~electronic~~ communications policies and guidance balance the multiple goals of ~~generating income, promoting ASHRAE's public image, being in~~ alignment with ASHRAE's Strategic Plan, providing services to members, and assisting volunteers in their service to the Society.
- C. Review current membership group Society activities for conformance with existing policy.
- D. ~~Provide oversight of staff activities in electronic communications.~~
- E. ~~Regularly communicate with members about the capabilities of ASHRAE's electronic communications infrastructure.~~
- F. ~~Plan for future enhancements to the ASHRAE electronic communications infrastructure. Maintain a prioritized list of capabilities to be added.~~
- GD. Recommend and maintain policies and guidance governing data access, security, and privacy protection for electronic communications.
- HE. Provide assistance to staff to ensure coordination of electronic databases to ensure that data managed within the Society can be made available as necessary ~~for the appropriate functions~~.

#### 2.405.003-2

- IF. The committee shall define and maintain a process for evaluating and prioritizing requests for new ~~electronic~~ communications services that can be used by ~~the~~ councils/membership groups. The execution of an approved request is a staff function.

#### 2.405.003-3

- ~~J. The committee shall develop and maintain guidelines on how to prepare an electronic communications request.~~

#### 2.405.003-4

- ~~J. The committee should provide assistance to those preparing proposals. The councils may use the Electronic Communications Committee to review proposals for completeness. The review criteria should include considerations such as adequate definition, justification of need, technical feasibility, etc.~~



\*note: there was a spacing change from 1.0 to 1.08 and a font change from Arial 10 pt. to Calibri (Body) 11 pt.\*

## **2.409-HANDBOOK COMMITTEE**

### **2.409.001 SCOPE AND PURPOSE**

~~The Handbook~~This Committee identifies HVAC&R technical information needs of members for a series of ASHRAE Handbook volumes that are updated and republished periodically; recommends and maintains policies; and oversees production and delivery of the Handbooks.

### **2.409.002 MEMBERSHIP**

#### 2.409.002.1 Composition

The members of this committee are as follows:

A. Twenty five (25) voting members including the chair and vice chair.

~~—There shall be volume subcommittees with each subcommittee having responsibility for a specific volume of the ASHRAE Handbook.~~

B. ~~Membership shall include the volume subcommittee members.~~

~~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 voting members of ASHRAE.

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

#### 2.409.002.3 Term of Service (85-06-26-11/86-06-25-09)

~~The term of service for the voting members is intended to be four (4) years but may be extended as necessary to allow for Appointments to each subcommittee shall be for a term sufficient to completeion of the~~ publication of the assigned volume.

### **2.409.003 OPERATION**

#### 2.409.003.1 General Requirements

A. In the performance of its functions, this committee shall be subject to the condition that the material published shall tend to advance the professional education of the individual engineer, shall be free from commercial bias, and shall tend to advance the objectives of the Society. (67-06-25-08/87-06-28-19)



~~B.—Electronic versions of individual chapters of the ASHRAE Handbook may be made available for sale through the Internet, with appropriate safeguards to preserve the sales of ASHRAE Handbook volumes and value of ASHRAE membership. Paper reprints of individual chapters of the Handbook volumes are not sold by ASHRAE, except in the following instances: \_\_\_\_\_ (00-06-28-17)~~

- ~~1.—Non-profit organizations engaged in research or education, as approved, at cost plus overhead.~~
- ~~2.—Handbook authors and revisers, in quantities not to exceed 100, also at cost plus overhead.~~
- ~~3.—This section applies to requests to reprint Handbook material.~~

~~\_\_\_\_\_ (79-06-28-48/84-02-01-18/91-06-27-41A/00-06-28-17/05-06-29-13)~~

- ~~4.—Permission to reprint individual complete chapters is to be granted only to non-profit organizations engaged in research or education, with proper credit to ASHRAE and as approved.~~
- ~~5.—Permission is to be refused to individuals or companies wishing to reprint entire chapters for sale or for free distribution for trade or promotional purposes.~~
- ~~6.—Permission may be granted to individuals, corporate bodies, non-profit organizations and government agencies to reproduce charts, tables, illustrations, or reasonable portions of text not embracing a complete chapter, provided specific permission is obtained from ASHRAE for each such use and proper credit to ASHRAE is given with each use.~~

~~C.—Members who are entitled to receive the print Handbook as their free annual benefit shall be given the following three choices for how they receive their Handbook member benefit: \_\_\_\_\_ (14-07-01)~~

- ~~1.—Print volume (I-P or SI edition) with CD included~~
- ~~2.—A one-year subscription to ASHRAE Handbook Online with separate mailing of CD~~

~~3.—Print volume (I-P or SI edition) with CD included, plus a one-year subscription to ASHRAE Handbook Online (i.e., combined options 1 and 2), for a reasonable fee to be determined by Publishing and Education Council with input from ASHRAE staff. \_\_\_\_\_ (13-01-30-11)~~

#### 2.409.003.2 Royalty Fees and Disclaimers

~~A.—Royalty fees may apply depending on value of content and amount of material to be reprinted.~~

~~B.—Permission may be granted to those asking to include Handbook tables and data in computer programs. When ASHRAE is identified as the source, the following disclaimer must be included with the program "Material adopted by permission from (name and dates of publications). The American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc. assumes no liability for the use or contents of this software or its fitness for a particular application. The American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc. has not reviewed this software and does not endorse, warrant, or certify its contents, use or application."~~

~~(88-06-29-10)~~

#### 2.409.003.3 Copyright

~~A.—The following statement shall be included on the copyright page of the *ASHRAE Handbook*~~

~~\_\_\_\_\_ (73-06-27-14/92-07-02-40/00-06-28-16/05-06-29-13)~~

~~B.—No part of this book may be reproduced without permission in writing from ASHRAE, except by a reviewer who may quote brief passages or reproduce illustrations in a review with appropriate~~

~~credit; nor may any part of this book be reproduced, stored in a retrieval system, or transmitted in any form or by any means—electronic, photocopying, recording, or other—without permission in writing from ASHRAE.~~

~~C. Volunteer members of ASHRAE Technical Committees and others compiled the information in this handbook, and it is generally reviewed and updated every four years. Comments, criticisms, and suggestions regarding the subject matter are invited. Any errors or omissions in the data should be brought to the attention of the Editor. Additions and corrections to Handbook volumes in print will be published in the Handbook the year following their verification and as soon as verified on the ASHRAE Internet web site.~~

~~D. DISCLAIMER "ASHRAE has compiled this publication with care, but ASHRAE has not investigated, and ASHRAE expressly disclaims any duty to investigate, any product, service, process, procedure, design, or the like that may be described herein. The appearance of any technical data or editorial material in this publication does not constitute endorsement, warranty, or guaranty by ASHRAE of any product, service, process, procedure, design, or the like. ASHRAE does not warrant that the information in this publication is free of errors. The entire risk of the use of any information in this publication is assumed by the user.~~

~~E. The footnote on the first page of each chapter of the *ASHRAE Handbook* shall read "The preparation of this chapter is assigned to TC (number)." (73-06-27-16)~~

#### 2.409.003.4 Responsibilities

~~A. B.~~ ASHRAE shall publish and distribute to its members handbooks of current technical information for the HVAC&R industry. The name of the publication shall be the ASHRAE Handbook. (ROB 520-130-004)

~~B. C.~~ The Handbook Committee shall continue to make reference to the best technical data available for use in the ASHRAE Handbook, regardless of whether or not the referenced material was developed by ASHRAE. (66-06-29-09)

~~C. D.~~ The ASHRAE Handbook is published on a 4-year cycle in following sequence: Fundamentals, Refrigeration, HVAC Applications, HVAC Systems and Equipment.

~~D.~~ The print edition is established as the official ASHRAE Handbook. (08-06-25-12)

E. The Handbook Committee, in cooperation with the Handbook Editor, shall prepare and maintain the Handbook Authors and Revisers Guide. (05-06-29-13)

F. Handbook volumes shall be published in separate IP and SI editions. (88-20-04-66/89-06-29-26{1})

#### 2.409.004 STRATEGIC PLAN (09-06-21-12C)

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council prior to the [Annual Meeting](#). The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

REPORT TO BOARD OF DIRECTORS (BOD)  
Publishing and Education Council  
Meeting of June 25, 2019

Recommendations for Board Approval

1. PEC recommends that the BOD approve changes to the section 3.910.006. of the ROB as shown.

\*\*\*\*\*  
\*\*\*\*\*

**3.910.006.3 Special Publications**

A. List prices for publications are established by staff to be above unit cost, with consideration given to pricing of similar publications, publishing and marketing costs, demand, budget needs, and the publication’s role in achieving the mission of ASHRAE. The pricing is reviewed for the Publishing and Education Council and changes are recommended as required to maintain the cost/revenue basis.

A. List prices are established in two parts, based on printing and mailing costs, marketing expense, and demand for the publication:

1. Minimum list price is determined approximately by the formula:  
Minimum List Price = (Factor) (Unit Variable Cost) where the Factor is a constant which relates the ratio of total fixed and variable costs established for the Special Publications budget, the average income per sale, and the number of free copies required for distribution. The unit variable cost is equal to the total printing cost divided by the number of copies printed, plus the cost per copy for postage and handling. Because the market and the free distribution requirements are different for many of the special publications, the Factor used varies from 6 to 10 or higher. Staff is given latitude in rounding off values for minimum list prices.

2. Added Value Increment. If a publication is deemed to have a greater demand than normal, an increment is added to the minimum list price to establish the final list price. This increment will not exceed the value of the minimum list price determined by the formula in Section 1.

B. List prices for existing publications are established by staff in preparing the budget for the next fiscal year. List prices for publications approved after the budget is approved by the BOD are established by staff, subject to approval by the chair of the Publishing and Education Council, and will be consistent with pricing of similar recent publications.

C. When a publication is reprinted for inventory replacement, the original list price prevails unless costs escalate beyond original unit cost or unless the market or distribution requirements change. New prices will be consistent with pricing of similar publications.

D. The Director of Finance will provide fiscal records so that income and expenses can be identified for future control and formula revision, as follows:

- Income and Variable Costs:
  - Transactions
  - Preprints

Reprints  
Standards  
Bulletins  
Other Special Publications  
Fixed Costs:  
Publications for Sale  
Publications not for Sale.

E. The pricing is reviewed annually for the Publishing and Education Council budget meeting and changes are recommended as required to maintain the cost/revenue basis.

F. Complete sets of ASHRAE Standards are available in hard cover ring binders at a price not less than 50 percent of the combined prices for the individual standards in the set, if sold separately.

G. Prices for Psychrometric Charts are established in the following manner;

1. The lowest published list price corresponds to the unit cost for quantity orders of 1000 single charts, 500 pads of 50 sheets, or 500 laminated charts; with a multiplier of 3.0 (to account for fixed costs) being used to determine the list price.
2. The Publishing and Education Council adjusts the multiplier as required to assure that the sales price is maintained at competitive levels.
3. Income from the sale of Psychrometric Charts is considered as income from Other Special Publications.
4. Overprinting of company name, logo, or other approved material is furnished upon request at an added charge of 10 percent of the price for the desired quantity. Minimum quantities for overprinting are 1000 individual charts, 200 pads, and 500 laminated charts.

~~(79-06-28-18/83-01-23-16)~~

\*\*\*\*\*  
\*\*\*\*\*

Background: Staff was assigned an action item recommend new minimum list price formula for special publications in ROB. Publication list pricing is a market-based business decision-making process governed by factors including costs, demand, budgeting considerations, and foremost—the mission of the organization.

The current procedure shown in the ROBs is quite prescriptive, but it also allows for use of a factor that varies so much (“6 to 10 or higher”) as to render much of the prescribed procedure moot. An allowance is also made in case a publication has “greater demand than normal.” The end result is a list price that has been adjusted by publications staff to succeed in the marketplace. The salient point of the procedure is that the list price is built up to cover all costs and be comparable to that for similar titles from ASHRAE and other publishers.

The staff recommendation is that this section of the ROBs be modified and simplified as follows, to (1) reflect current publishing business practice, and (2) allow publishing business staff appropriate leeway to adjust pricing to market conditions.

(PEC Approved 11-0-0 CNV)

Fiscal Impact: None.

# Attachment E

SRC Minutes-June 25, 2019

Revised motion from CEC:

**Motion:** ROB 2.104.013.2 (86-06-26-65) be revised as follows (strikethrough indicates deletion, underline indicates addition):

2.104.013.2 (86-06-26-65) The cost of social functions shall not be included in the factors that determine registration rates for winter and annual conferences. ~~accounting for Society Meetings, but should be budgeted separately to break even.~~ A ticket price per event shall be based on market rates and any additional expenses, if any, are to be subsidized by Society. Any surplus from social events income shall be returned to the General Fund of the Society.

Background: A change to this ROB was requested by Finance Committee, who recommended that this ROB be revised to describe the current practice of setting a “reasonable” price for an event and subsidizing the rest of the cost. Revising the ROB as shown in the motion would eliminate the need to ask for a waiver of the current ROB’s break even budget requirement. The “break even” ticket price for an event would be too high.

Tony Giometti | Senior Manager of Conference Programs  
Extension: 1155

**Attachment F**  
SRC Minutes-June 25, 2019



Shaping Tomorrow's  
Built Environment Today

**MANUAL OF PROCEDURES**  
**SOCIETY RULES COMMITTEE**

**December 12, 2008**  
**Amended May 2013**  
**Approved, June 2014**



MANUAL OF PROCEDURES (MOP)  
SOCIETY RULES COMMITTEE

1 INTRODUCTION

- 1.1 This Manual of Procedures (MOP) details the operating procedures followed in carrying out the general responsibilities of the Society Rules Committee (SRC) as prescribed in the ROB.
- 1.2 The MOP provides a description of some, but not all, of the duties and responsibilities of the SRC chair, members, and staff liaison.

2 GENERAL RESPONSIBILITIES OF THE SRC

- 2.1 Provide information to the Society on the proper conduct of meetings, the rules of order, and the process for changing those rules. The SRC shall prepare training materials as appropriate.
- 2.2 Review all changes to Society rules. Preferably this should be done and reported on before Board consideration. Report findings to the Board of Directors in a timely manner.
- 2.3 Review all actions of the Board for consistency with Society rules. (Clarify or return to the Board any actions that are ambiguous or inconsistent with the Rules of the Board).
- 2.4 Initiate, review and/or approve Society ROB and MOP changes as authorized by the Board, including maintenance of the MOPs from those committees listed in Section 8.
- 2.5 Advise all standing bodies when changes to their rule-related documents are needed. Provide oversight and review of the Rules of the Board for all councils and committees.
- 2.6 Implement editorial or minor changes as needed to the Rules of the Board and maintain a Log of those changes. The Log shall be reported to the Board of Directors as an information item.

*"ROB 2.424.003.6 When editorial or minor changes are needed to the Rules of the Board, this committee is empowered to make such changes provided they are reported to the Board of Directors at or before its next scheduled meeting. Minor changes generally include matters that do not directly change overall organizational structure, policies or fiscal matters. This committee may designate changes as minor only by unanimous consent."*

- 2.7 Maintain a reference manual for the SRC, containing an operational plan for SRC and the regular review of the rules.
- 2.8 Maintain Committee Responsibility (Job Description) documents.

3 MEMBERSHIP

In addition to the six (6) voting members, a nonvoting liaison should be recruited from each council. This member should represent the council's operations committee.

Commented [KF1]: Curious when these materials were prepared and where are they?

Commented [KF2]: Who has these should they need reviewed and updated? In Reference Manual?

Commented [KF3]: I do recall where these are documented and where they are listed/recorded for each year as noted; being from each Council. I do know that we designate SRC members as a liaison to each Council. So is this wording accurate?

4 RESPONSIBILITIES OF THE CHAIR

- 4.1 Preside over meetings of the SRC.
- 4.2 Prepare reports for the Board of Directors and SRC as required.
- 4.3 Assign a mentor for each new committee members.
- 4.6 Assign specialties to members to strengthen the committee's skills in each area. These specialists should become very familiar with existing documents and rules that influence and govern their specialty. Suggested specialists are ROB, MOP, Membership, Policy, Procedure, etc.
- 4.4 Designate tasks groups as needed to discharge SRC duties.
- 4.5 Call additional meetings of the SRC as needed to respond to workload.

Commented [KF4]: Do we record this anywhere?

5 RESPONSIBILITIES OF THE STAFF LIAISON

- 5.1 Maintain all official SRC reports, correspondence, and documentation of SRC actions taken by committee members individually and collectively.
- 5.2 Assist the Chair with preparation of the agendas and supporting documentation for SRC meetings, and provide this information to the SRC members prior to the meeting.
- 5.3 Generate and submit meeting minutes to the Chair for approval prior to distribution to the Committee within 60 days after committee meetings.
- 5.4 Implement actions approved by the SRC including but not limited to, ROB revisions and Log entries.
- 5.5 Assist the committee as necessary in the management of rule-related documents including any websites.
- 5.6 Submit to SRC prior to each SRC meeting (in-person or conference call) a summary of ROB changes made since the last SRC meeting (in-person or conference).

Commented [KF5]: I suggest this be 30 days.

6 RESPONSIBILITIES OF ALL SRC MEMBERS

- 6.1 Attend all committee meetings.
- 6.2 Act as a liaison to one or more councils or committees. Interface with appropriate subcommittees as needed.
- 6.3 Keep current on all standing documents and rules approved by the Board of Directors or the membership.

6.4 Fully participate in all assigned activities and complete assignments by the designated time.

7 RESPONSIBILITIES OF COUNCIL LIAISONS

- 7.1 Represent the interests of the Council
- 7.2 Assist council with SRC Guidelines for ROB and MOP revisions
- 7.3 Expedite business between the Council and SRC

8 MOPS MAINTAINED BY SRC

- 8.1 Executive
- 8.2 Finance
- 8.3 Nominating
- 8.4 Planning
- 8.5 President-Elect Advisory
- 8.6 Advocacy
- 8.7 Society Rules
- 8.8 Building Energy Quotient

9. Mentoring Program

The Chair shall assign experienced committee members to serve as a mentor to incoming members for their first year of service and take other actions needed to train and assist new members to be effective in their position.

10. Additional Documents

The following Documents should be read and understood by members of SRC

- 10.1 Guidelines for Awards (ROB 2.411.003.2)
- 10.2 Procedure for Revising Rules (ROB 1.100.002.4)

**Commented [KF6]:**  
GAC? Do we still need to review this MOP since it is now under Members Council? Should we consider adding Ethics Review Board or let that go under Members Council as well

**Commented [KF7]: ?**  
Curious why this needs reviewed by SRC beyond anything else

Claire and Candace,

The following motion was approved by Technology Council at the Kansas City meeting and should be sent to SRC for review. Please keep me posted with their response.

Thanks,

DD

=====

OPS and Technology Council approved changes to the Technology Council MOP shown below as Attachment A (in strike-through and underline).

**BACKGROUND:** These changes are proposed as part of OPS regular review of the Technology Council governing documents. Several changes also reflect proposed changes to the Rules of the Board. If approved this will need to be sent to Society Rules Committee for review and approval.

## ATTACHMENT A

### A1.2 Actions and Communications

A1.2.1 The Council shall receive recommendations from Standing ~~General~~ Committees which report to it, (~~Environmental Health, Refrigeration, Research Administration, Technical Activities, Residential Building and Standards~~) from the Council's subcommittees, from any member of the Council, or by referral from other Councils or committees of the Society or from the BOD.

The Council shall act on items as authorized by the BOD or shall make recommendations for BOD actions in accordance with the authority granted to the Council and as specified in the Rules of the Board.

### A1.2.2 Actions for which the Council acts for the BOD:

- a. Approval of research projects with a total project cost not to exceed ~~\$200,000~~ \$250,000. (ROB 2.303.006). The Council delegates to RAC approval of research projects with total project cost of ~~\$100,000~~ \$150,000 or less.
  - a. Items which are within existing policy and fiscal limits.
  - b. Items that are internal to the Council.
  - c. Approval of changes to the Model Research Agreement (RAC MOP – Appendix A) with the concurrence of ASHRAE legal counsel.

### A1.2.3 Items for which the Council recommends BOD action:

- a. Research projects exceeding the authority of the Council.

- b. On behalf of Standards Committee, recommendations for publications of addenda, standards and guidelines.
- c. Position Documents
- d. Changes or additions to existing Society policies
- e. Items that concern another Council or a committee that reports thereto
- f. Other items that BOD approval is required or that they should be made aware of for possible action.

Denise Latham | Administrative Assistant  
Extension: 1196

## Society Rules Committee MBO

Chair: Larry Markel

Society Year: 2019 – 2020

September 2019

No.	Objective	Planned Completion Date	Fiscal Impact	Responsibility	Status
1	New Member Training	Oct. 2019	none	Markel, Fulk	
2	Review and recommend changes to New Member Training materials. Update in SRC Reference Manual when complete.	Annual Meeting Summer 2020	none	Markel, Fulk, Klock, Hunt, Macauley to review materials	
3	Finalize SRC MOP and Reference Manual updates	Winter meeting 2020	none	Fulk, Markel	
4	Finalize review and approvals of PEC committees' MOPs.	Winter or spring meeting 2020	none	All	
5	Council liaisons make introduction to Council Chair & Vice-Chair and offer SRC assistance for proposed rule reviews, MOP changes, etc.	Fall Conference Call 2019	none	Members – Dunstan PubEd – Larry, Doug Tech – Trent	
6	Review of ROB volumes and report recommended changes/updates to SRC.	Winter or spring Meeting 2020	none	Vol 1 – Bill, Dunstan Vol 2 – Trent, Doug Vol 3 – Ken, Doug Vol 4 - Larry	
7	Mentor	Continuous	none	Mentor: Ken – Doug	

**Committee Members:**

Larry Markel, Chair  
 Ken Fulk, Vice-Chair  
 Bill Klock  
 Trent Hunt  
 Dunstan Macauley  
 Doug Fick  
 Bill Dean, CO

**New Member Mentor Assignment:**

<b>Mentor</b>	<b>New Member</b>
Ken Fulk	Doug Fick

**ROB Volume Assignments:**

Volume 1 – Klock, Macauley  
 Volume 2 – Hunt, Fick  
 Volume 3 – Fulk, Fick  
 Volume 4 – Markel

**Council Liaisons:**

Members Council – Dunstan Macauley  
 Publishing and Education Council – Markel, Fick  
 Technology Council – Trent Hunt