



NOMINATING COMMITTEE

Reference Manual

Approved by Nominating Committee including revisions through June 13, 2016

Revisions approved by SRC August 18, 2016

The following document provides direction for meeting the work as outlined within the ROB and MOP for the Nominations committee. These documents are owned by the Nominating committee and are subject to review and alteration by the committee.

List of Reference Manual Sections

- A. Responsibility Timetable
- B. Non-Disclosure Agreement
- C. Suggested Meeting Agendas
- D. CRC Worksheet
- E. Instructions to Delegate and Alternate for CRCs
- F. Sample Letters
- G. Responsibility and Qualification Summaries for ASHRAE Officers and Directors
- H. Desirable Characteristics of Ashrae Officers
- I. Background Check Procedures
- J. Fall and Winter balloting procedures

Section A

RESPONSIBILITY TIME TABLE

<u>Date</u>	<u>Event</u>	<u>Action By</u>
Annual Meeting	<u>Nominating Committee Orientation (no business meeting) for incoming members</u>	Automatic
End of Annual Meeting	Previous Committee is discharged and new Committee members and alternates take office. These are the members elected by the Chapters Regional Conferences in the preceding Society year, and elected by the BOD at the previous Society Winter Meeting.	Automatic
July 15	Apprise chair of Officer and Director vacancies to be filled, and other pertinent information.	NCS
	Notify chair of the order of replacement of members with alternates as determined by the BOD.	NCS
August 1	Solicit candidates from Board of Directors, committee chairs, etc., and send list of same to the NCS.	Members & Alternates
Fall Regional Chapters Regional Conference	Elect members and alternates to the CRC for the NEXT Society year (e.g., Members elected in fall of one year would commence serving on the Committee in July of following year, allowing them to attend the Chapter Regional Conference in the fall.)	CRC
	Remind CRCs (with DRCs in their last year of service) that three (3) suggested candidates must be selected for DRC ranked in order of preference.	NCS
	Attend the Chapter Regional Conference meeting to get CRC recommendations for vacancies.	Current Regional Member and Alternate
	Send to the NCS the CRC selections of at least three (3) suggested candidates for DRC, as well as suggested candidates for officers and DALs.	Members & Alternates
60 days before Fall meeting	Verify eligibility of suggested candidates for officers and BOD members.	NCS
	Notify eligible committee members suggested as candidates that they have been recommended and replace them if they wish to be considered.	NCS
45 days before Fall meeting	Ascertain expected attendance at first meeting of Committee, and contact alternates where members cannot attend.	NCS
	Develop agenda for fall Committee meeting and email or mail to the NCS Chair for distribution to the Committee.	
20 days before Fall meeting	Email or mail to each Committee member and alternate: (1) Roster of Committee members and alternates	NCS

	(2) List of Officers and Directors vacancies (3) Rules of the Board and Manual of Procedures (4) Biographical data on all qualified and suggested candidates (5) Meeting agenda	
	Notify alternates (copy to members) of conditions under which they may be asked to serve as members.	NCS
Fall Meeting of Committee	Discussion of suggested candidates for Officer and BOD vacancies.	Committee
	Assignment of Committee members to determine availability and qualifications of proposed candidates for Director.	Chair
	Determine availability of proposed candidates for officers.	Chair
Dec. 1	Determine availability and qualification of proposed candidates for Director, with copies of correspondence to chair.	Assigned Committee Members
	Complete background checks on proposed candidates for officer Positions and revise list as necessary.	Chair
	Follow up on obtaining current biographical data for proposed candidates.	NCS
	Forward to the EVP for Board information or action any Committee action unrelated to nominations.	NCS
	Ascertain expected attendance of Committee and contact alternates where member cannot attend.	NCS
30 days before Winter meeting	Develop agenda for winter committee meeting and send to the NCS for distribution to committee.	Chair
	Send new biographical data and agenda to all Committee members alternates	NCS
	Elect eight (8) members, eight (8) alternates and eight reserve alternates.	Board of Directors
20 days before Winter meeting	Verify eligibility of above.	NCS
Winter Meeting	Elect nominees for Officers, Directors, and alternate Director-at-Large.	Committee
	Notify BOD and the Society NCS of the slate of nominated Officers and Directors.	Chair
	Notify, all nominees	NCS
	Notify all proposed candidates considered but not nominated, and request their continued Society participation.	Chair
	Forward to the EVP for Board information or action any Committee action unrelated to nominations.	NCS

Early February	CNC and NCS work together to create a Doodle Poll for perspective dates for Fall Meeting.	Chair & NCS
March	Committee members elected by the Board and those NCS selected by region are notified including the date of the Annual and fall Meeting	
Spring Regional Conference	Elect members and alternates to CRC for the SECOND sequential Society year (e.g., members elected in Spring of one year would commence serving on the Committee in spring of the following year and attend spring Chapter Regional Conference).	CRC
	Remind CRC (with DRCs in their NEXT-TO-LAST year of service) that three (3) suggested candidates, ranked in order of preference, must be selected for DRC.	NCS
	Attend the Chapter Regional Conference meeting to get CRC recommendations for incoming vacancies. Send to the NCS the selections of, and biographical data on, at least three (3) suggested candidates for Regional DRC, as well as suggested candidates for Officers and DALs.	CRC Members, Alternates, & Reserve Alternates
April 1	Fill any vacancies occurring in Nominating Committee as authorized in ROB/MOP.	Chair Committee
Early April	Notice to incoming members regarding information about orientation at Annual Meeting.	NCS
June 1 or before	Follow up with regions for certification of eligibility of Members, Alternates, and Reserve Alternates elected to Committee at previous fall and spring Chapter Regional Conferences. Notify those eligible. Emphasize necessity of attendance at BOTH the Fall and Winter Committee meetings.	NCS

**Confidential Information Agreement by and between the ASHRAE Nominating Committee and
_____, Member or Alternate**

The ASHRAE Nominating Committee has one of the most important roles in ASHRAE. The selection of highly qualified candidates for the Officers and the other members of the Board of Directors is crucial to the future of the Society.

In order to make the best possible decisions on the candidates for high office in ASHRAE, free and open discussion as well as exchange of information must be conducted. This requires the strictest adherence to the requirement that none of the deliberations or other information presented at meetings of the Nominating Committee be disclosed outside of the Committee meetings. The requirement for non-disclosure of information is not limited by time.

By signing this confidential information agreement, I agree that I am committed to strictly observing the non-disclosure of any of the Nominating Committee discussions or material pertaining to candidates. I realize that this is an obligation that I will adhere to faithfully and I understand to do otherwise is a breach of trust given to me by my fellow Committee members and the Society. In addition, disclosure of restricted Society discussions constitutes a violation of the ASHRAE Code of Ethics contained in the Rules of the Board.

Signature of Member

Date: _____

Signature of Witness

Chair, Nominating Committee

(Vice Chair for the Chair)

SUGGESTED MEETING AGENDAS

Suggested Agenda for Fall Committee Meeting

1. Roll Call
2. ASHRAE Ethics
3. Discussion of agenda and procedure for carrying on meeting
4. Review of Nominating Committee Procedures
 - A. Responsibilities of Regionally-Elected Members (1) Caucus and Executive Session (2) Reporting – Work Sheet for Chapter Regional Conference
 - B. Responsibilities of All Members
 - C. Nominating Committee Rules
 - D. Nominating Committee Manual of Procedures
 - E. Use of Alphabetical & Regional List of Participants in Society-Level Activities
5. Proposed changes in Nominating Committee Manual of Procedures (if any)
6. Other procedural business
7. Discussion of qualifications required and sought for Officers and Directors
8. Presentation and discussion of individual candidates
 - A. Officers
 - B. Directors to serve as Regional Chairmen
 - C. Directors to be elected at large
9. Assignment of Committee members to check availability and desirability of Director Candidates
10. Resolutions
11. Adjournment

Suggested Agenda for Winter Committee Meeting

1. Roll Call
2. ASHRAE Ethics
3. Approval of Minutes of Previous Meeting
4. Confirmation of official twenty-two (22) voting members of Committee
5. Report of Regions electing Regional Chairs re: willingness of proposed candidates to serve
6. Report of chair re: all other candidates on list established at fall meeting
7. Report of any other member pertinent to list of individuals
8. Floor open for proposing final additional candidates to be considered
9. Appointment of Tellers of Election
10. Discussion and voting for candidates in the following order:
 - President Elect
 - Treasurer
 - Vice President (four)
 - Regional Chairmen
 - Directors-at-Large (plus one alternate)
11. Further confirmation of willingness of nominees to serve, if required
12. Other business and resolutions
13. Adjournment

This template is prepared by the NCS each year and sent to the Manager of Region Activities for distribution to regions in preparation for CRCs.

**WORK SHEET FOR CHAPTER REGIONAL COMMITTEE EXECUTIVE SESSION –
REGION XX Chapter Regional Conference (CRC)**

Recommendations for Society Year 20XX-20XX

Instructions: The Regional Nominating Committee Member, as Chair of the CRC Executive Session, is responsible for submitting these **original pages** 1, 2, 3, 4, and 6, along with additional names for Treasurer, Vice President, and Director-at-Large as noted, to the Nominating Committee Secretary (NCS), ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329 within 30 days after the CRC.

The Nominating Committee Member shall send **copies** of **Parts 2, 3, 4, 5, and 6** to the Director and Regional Chair (DRC) – (**not page 1**). The DRC shall send the completed and signed DRC recommendations on page 5 to the NCS.

- Note:**
1. All candidates shall be listed in order of preference.
 2. **Nominating a name in any of the following positions indicates that the candidate has been contacted to confirm a willingness to serve.**
 3. Each candidate should ensure that their electronic biographical record located at www.ashrae.org is current.

1. OFFICERS AND BOARD OF DIRECTORS

20XX: 20YY-20YY Officers: CRC Recommendations for SY 20XX-

President-Elect	(name)	_____
Treasurer**	*(name)	() _____
Vice President	*(name)	() _____
Vice President	*(name)	() _____
Vice President**	(name)	() _____
Vice President**	(name)	() _____

* **Eligible for re-election to this position** for one additional consecutive year
 ** **Additional names may be submitted in priority order on separate page.**

Directors-at-Large whose terms expire in June 20YY:

Director-at-Large**	(name)	(1) _____
Director-at-Large**	(name)	(2) _____
Director-at-Large**	(name)	(3) _____

****Additional names may be submitted in priority order on a separate page.**

Director and Regional Chair whose term expires in June 20YY:

Please prioritize.

(name if applicable) _____	(1) _____
	(2) _____
	(3) _____

Submitted by:

 Region ____ Member, Nominating Committee

 Date

(Note: DO NOT send this page to the DRC)

2. SOCIETY COMMITTEES* (Recommendations to Society President-Elect)

<u>Committee</u>	<u>Full Name</u>	<u>Member No.(required)</u>	<u>Comments</u>
Audit			
Building Energy Quotient			
Certification			
Conferences & Expositions			
Development			
Electronic Communications			
Environmental Health			
Finance			
Handbook**			
Historical			
Honors & Awards			
Planning			
Professional Development			
Publications			
Refrigeration			
Research Administration**			
Residential Buildings			
Society Rules			
Standards**			
Technical Activities**			
Young Engineers – ASHRAE (YEA)			

* - The CRC should contact candidates to obtain their agreement to serve on committees before candidates' names are listed above.

** - Members of these committees are elected by Board of Directors and results presented at the Winter Sunday Board Meeting.

3. NOMINATING COMMITTEE

Note: Nominating Committee Members, Alternates and Reserve Alternates must be **Members (Member grade or higher) of the Society for a minimum of five years** at the time of selection; must be selected at least one year in advance of taking office; and may serve no more than a total of six years on the Nominating Committee.

	20XX-XX	20ZZ-ZZ	20AA-AA
Member	(name) (#111111) (chairs CRC executive session)	#	#
Alternate	(name) (#222222)	#	#
Reserve Alternate	(name) (#333333)	#	#

Fill in names for all positions for all choices. For RVCs whose terms are not expiring, list them as the first choice unless they are unable to continue serving. Nominating member can complete the second and third choices from the previous CRC.

4. REGIONAL VICE CHAIRS - Grass Roots Committees

Select three choices in each category, if possible. Candidates for Regional Vice Chairs must be Members (Member grade or higher) of the Society in good standing for three years prior to the start of their terms. Please use full name (no nickname) and member number for each candidate recommended.

Committee	20YY-20YY	Term of service	20XX-20XX		
			1 st choice (name & member #)	2 nd choice (name & member #)	3 rd choice (name & member #)
Chapter Tech Transfer	(name) #444444	aa-bb	#	#	#
Grassroots Govt Advocacy	n/a #	aa-bb	#	#	#
Membership Promotion	(name) #555555	cc-dd	#	#	#
Research Promotion	(name) #666666	cc-dd	#	#	#
Student Activities	(name) #777777	ee-ff	#	#	#

4a. ASSISTANT REGIONAL CHAIR

Select three candidates in priority order. Candidates for Assistant Regional Chair must be a Member (Member grade or higher) of the Society in good standing for three years prior to the start of his/her term. List candidates below, using full name (no nickname) and member number for each candidate recommended.

20YY-20YY	Term	20XX-20XX		
		1 st choice (name & member #)	2 nd choice (name & member #)	3 rd choice (name & member #)
(name) #888888	ee-ff	#	#	#

4b. REGION MEMBERS COUNCIL REPRESENTATIVE

Select three candidates in priority order. Candidates for Region Members Council Representative (RMCR) must hold Member grade or higher in the Society for three years prior to the start of terms. The RMCR may also be the ARC (See 4a). List candidates below, using full name (no nickname) and member number for each candidate recommended.

20YY-YY	Term	20XX-20XX		
		1 st choice (name & member #)	2 nd choice (name & member #)	3 rd choice (name & member #)
(name) #999999	ee-ff	#	#	#

4c. YEA REGIONAL COORDINATOR

Select three candidates in priority order. Candidates for YEA Regional Coordinator must hold Associate grade or higher in the Society and be in good standing. List candidates below, using full name (no nickname) and member number for each candidate recommended.

20YY-YY	Term	20XX-20XX		
		1 st choice	2 nd choice	3 rd choice
		(name & member #)	(name & member #)	(name & member #)
(name) #999999	ee-ff	#	#	#

4d. REGION-AT-LARGE SUB-REGION CHAIRS

Select three candidates in priority order. Candidates for Sub-Regional Chair must hold Member grade or higher in the Society for three years prior to the start of terms. List candidates below, using full name (no nickname) and member number for each candidate recommended.

Committee	20YY-20YY	Term of service	20XX-20XX		
			1 st choice (name & member #)	2 nd choice (name & member #)	3 rd choice (name & member #)
Sub-Region A	(name) #444444	aa-bb	#	#	#
Sub-Region B	(name) #555555	aa-bb	#	#	#
Sub-Region C	(name) #666666	cc-dd	#	#	#

IMPORTANT:
 The CRC should complete the charts above and forward a copy of Parts 2, 3, 4, 5, and 6 to the Director and Regional Chair (DRC), who should complete the chart on page 5. **The DRC then sends their completed and signed recommendations on page 5 to the NCS. The NCS will forward them to the President-Elect, who will handle the final selection process.**

The DRC recommends that the President-Elect appoint the following for 20XX-20XX:

The DRC should list his/her recommendations below and send page 5 to the NCS. The NCS will forward them to the President-Elect, who will handle the final selection process.

- Chapter Technology Transfer RVC _____
- Grassroots Government Advocacy RVC _____
- Membership Promotion RVC _____
- Research Promotion RVC _____
- Student Activities RVC _____
- Assistant Regional Chair _____
- YEA Regional Coordinator _____

The DRC recommends to the President-Elect the following prioritized list of candidates for the Region Members Council Representative position:

- Candidate #1 _____
- Candidate #2 _____
- Candidate #3 _____

Submitted by:

(name), Region ___ DRC (sign above)

Date

5. RECOMMENDATIONS FOR AWARDS

NOTE: Nominations for the John F. James International Award, Regional Award of Merit, and Chapter Service Award for general Society activities should be submitted in electronic format (adobe.pdf). The nominations should include a letter of recommendation from a sponsor (chapter, region, committee or ASHRAE member) that clearly addresses specific contributions and a current ASHRAE Biographical Record. For award criteria or point tally forms, please visit www.ashrae.org/honors.

Award	Name (do not use nicknames)	Special Instructions
John F. James International Award (participation in international activities)		Must include letter(s) of recommendation and bio before submitting candidate's name
Regional Award of Merit (no limit on number of awards; attach list if needed)		Must include bio and point tally form before submitting candidate's name
Chapter Service Award (no limit on number of awards; attach list if needed)		Must include bio and point tally form before submitting candidate's name

6. CRC GENERAL CHAIR - Report names of the next 3 upcoming general chairs. (Note: This is NOT an Executive Session item. It is included on this sheet for convenience in reporting.)

<u>Name</u>	<u>Host Chapter</u>	<u>CRC Year</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

INSTRUCTIONS TO DELEGATE & ALTERNATE FOR CRC

Chapters Regional Committee Meeting

Chapters Regional Committee Meeting

There are four parts to the Chapters Regional Committee Meeting held in conjunction with the Chapters Regional Conference (CRC): the Orientation Session, the Caucus, the Business Session and the Executive Session. As a delegate or alternate, you will be involved in all four of these sessions.

Orientation Session

Open to all attendees, this session is held prior to the Caucus so that the Director and Regional chair can instruct the delegates and alternates on procedures and to advise them as to the regional and Society positions to be filled. During this session other non-caucus attendees can provide advice and counsel as specifically requested by a delegate or alternate. The attendance of delegates and alternates is mandatory.

Caucus (Executive Session)

This is an informal session. It is usually held at the beginning of the CRC attended by only the delegates and alternates from the chapters, the regional Nominating Committee Member, the regional Nominating Committee Alternate and the regional Nominating Committee reserve alternate, if any. The purpose is to provide a forum for the chapters to present and discuss their recommendations for candidates for regional and Society positions, Society committees, and regional and Society honors and awards. All discussions at the Nominating Committee meetings, caucus and executive sessions are confidential and shall not be divulged to any individual outside the meetings or sessions. The regional Nominating Committee Member chairs the session and the host chapter delegate is the Caucus Secretary. Minutes of the Caucus are not to be published. During the Caucus, the delegates and alternates should present the biographies of the candidates who will be recommended for offices and/or honors and awards. Enough copies of the biographies should be available so that each person attending may have a copy. The two Nominating Committee Representatives shall not be present while their nominations are being discussed. The host delegate shall become the temporary chair. (BOD 98-01-18-16)

Business Session

Each chapter shall, as a minimum, prepare the following in one complete package, whether a binder, CD or other form, as directed for that CRC:

1. A completely filled-out Summary Report Form (Attachment W).
2. Report of Chapter Activities for the preceding year, including committee reports.
3. Chapter Committee Chairs' MBOs.
4. A sample newsletter.
5. The Chapter's roster.

After the report phase of the Business Session, the Chapters are encouraged to present action items for changes in any Chapter, Regional or Society activities or policies.

All reports and action items presented at the Chapters Regional Conference will take place at the Business Session, except for those items specified for the Executive Session.

The chapter delegate is the voting member. The regional vice chairs, the regional Nominating Committee Member and the regional Nominating Committee Alternate attend in their official capacity. The Regional Chair is chair of the meeting. The chapter delegates report on the progress of their chapters and student branches and their recommendations concerning policy, procedures and operations of Society. Motions that are passed are then brought forward to Members Council for further consideration.

Executive Session (Closed Session)

Only the delegates and alternates from the chapters, the regional Nominating Committee Member and the regional Nominating Committee Alternate may attend the Executive Session. The regional Nominating Committee Member is the chair. The reserve alternate for the Nominating Committee Member is allowed to attend the executive session of the CRC without reimbursement for transportation. The host chapter delegate is the secretary. Minutes of the Executive Session shall not be published. Chapter delegates vote for candidates for the following:

1. Nominating Committee Member, Alternate, and reserve alternate.
2. Regional Vice Chairs
3. Regional Awards
4. Society Officers and Board of Directors (including Regional Chair, if appropriate)

As soon as possible but no more than 30 days after the meeting, the regional Nominating Committee representative will forward pages 1, 2, 3 and 5 of the report of the Executive Session to the Nominating Committee Secretary at Headquarters for processing and page 4 to the DRC for approval.

Members who serve on Grassroots committees (Regional Vice Chairs) should be contacted regarding willingness to serve before their names are submitted in this report.

SAMPLE LETTER

President-Elect

Dear _____:

It gives me great pleasure to advise you that you have been recommended for the office of President-Elect of the Society beginning June _____ (year). With your permission, the ASHRAE Nominating Committee would like to include your name in the list of candidates they are considering for nomination to the position.

This recommendation by your peers is indeed a distinct honor. It indicates their belief that you are committed to ASHRAE's mission and that you are willing to give of yourself and your time to accomplish the work of the office.

To assist you in arriving at your decision, enclosed is a copy of the Manual of Procedures for Officers and Directors (Section 4). Also enclosed is a copy of the "Responsibility and Qualifications Summary for Society President-Elect." Please keep in mind that the office of President-Elect, unlike the others, involves a longer term commitment as it is inextricably linked to the office of President. In other words, a "yes to the first is a "yes" to the second.

Please make your final review of the challenges placed before you and indicate your decision below. Your confidential response should be directed to me in care of Mary Townsend at ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329-2305 by _____ (date).

The policy that governs the nomination for Society officers and directors states that "the office seeks the person rather than the person seeking the office." Based on this policy you are requested not to correspond with members and alternates of the Nominating Committee. If you have questions, please contact me as chair of the Committee.

Best regards,

Chair, Nominating Committee

STATEMENT OF ACCEPTANCE

_____ I would accept a nomination for the position of President-Elect and would agree to serve if elected.

_____ I would decline a nomination for the position of President-Elect.

_____ I have enclosed a digital photograph.

Date

Signature

SAMPLE LETTER

Treasurer or Vice President

Dear _____:

It gives me great pleasure to advise you that you have been recommended for the office of (Treasurer) (Vice-President) of the Society beginning June ____ (year). With your permission, the ASHRAE Nominating Committee would like to include your name in the list of candidates they are considering for nomination to the position.

This recommendation by your peers is indeed a distinct honor. It indicates their belief that you are committed to ASHRAE's mission and that you are willing to give of yourself and your time to accomplish the work of the office.

To assist you in arriving at your decision, enclosed is a copy of the Manual of Procedures of Officers and Directors (Section 4). Also enclosed is a copy of the "Responsibility and Qualifications Summary for Society (Treasurer) (Vice-President)". Please keep in mind that, in serving on the Executive Committee, you may also be asked to serve in higher office leading to the Society President. This is not an automatic or mandatory progression, but the committee would appreciate an expression of your willingness to serve in these additional capacities.

Please make your final review of the challenges placed before you and indicate your decision below. Your confidential response should be directed to me in care of Mary Townsend at ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329-2305 by _____ (date).

The policy that governs the nomination for Society officers and directors states that "the office seeks the person rather than the person seeking the office." Based on this policy you are requested not to correspond with members and alternates of the Nominating Committee. If you have questions, please contact me as the Committee chair.

Best regards,

Chair, Nominating Committee

STATEMENT OF ACCEPTANCE

_____ I would accept a nomination for the position of (Treasurer) (Vice-President) and would agree to serve if elected.

_____ I would decline a nomination for the position of (Treasurer) (Vice-President).

_____ I have enclosed a digital photograph.

Date

Signature

SAMPLE LETTER

DALs and DRCs

Dear _____:

It gives me great pleasure to advise you that you have been recommended for the position of (Director-at-Large) (Director and Regional Chair, Region____) of the Society beginning June ____ (year). With your permission, the ASHRAE Nominating Committee would like to include your name in the list of candidates they are considering for nomination to the position.

This recommendation by your peers is indeed a distinct honor. It indicates their belief that you are committed to ASHRAE's mission and that you are willing to give of yourself and your time to accomplish the work of the office.

To assist you in arriving at your decision, enclosed is a copy of the Manual of Procedures of Officers and Directors (Section 4). Also enclosed is a copy of the "Responsibility and Qualifications Summary for Society (Director-at-Large) (Director and Regional Chair, Region____)." Please keep in mind that, in serving on the Board of Directors, you may also be asked to serve in higher office leading to the Society President. This is not an automatic or mandatory progression, but the Committee would appreciate an expression of your willingness to serve in these additional capacities.

Please make your final review of the challenges placed before you and indicate your decision below. Your confidential response should be directed to me in care of Mary Townsend at ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329-2305 by _____ (date).

Best regards,

Chair, Nominating Committee

STATEMENT OF ACCEPTANCE

_____ I would accept a nomination for the position of (Director-at-Large) (Director and Regional Chair, Region____) and would agree to serve if elected.

_____ I would decline a nomination for the position of (Director-at-Large) (Director and Regional Chair, Region____).

_____ I have enclosed a digital photograph.

Date

Signature

SAMPLE LETTER

2nd and 3rd Choices -DRCs

Dear _____:

At the recent meeting of the ASHRAE Nominating Committee, the committee considered _____ (name) for nomination as Director and Regional Chair of the Society as recommended by the Region _____ CRC for a three-year term beginning in June _____ (year).

In the event _____ (name) cannot serve as Director and Regional Chair for Region _____, please indicate your decision to serve in this capacity in the section below and mail a copy of this letter to me in care of Mary Townsend at ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329-2305. Please send your reply no later than _____ (date).

(Add the following paragraph, if appropriate.)

Please review your online ASHRAE Biographical Record to ensure that it is up-to-date.

Sincerely,

(Your Name)

STATEMENT OF ACCEPTANCE

_____ In the event _____ (name) cannot serve as Director and Regional Chair for Region _____ for a three-year term beginning in June _____ (year), I would accept a nomination as Director and Regional Chair for Region _____.

_____ I would decline a nomination for the position of Director and Regional Chair, Region _____.

_____ I have enclosed a digital photograph.

Date

Signature

(Date)

To: (Suggested Candidates for Officers and Directors who are presently Members or Alternates of the Nominating Committee)

From: _____, Chair, Nominating Committee

Subject: The Big Decision!

This memo is to inform you that your name has appeared on the list of suggested candidates for election to the BOD. This means your name will be submitted for consideration by the Nominating Committee at the fall meeting unless you decide not to be a candidate. Prior to the fall meeting, you must decide whether you will permit further consideration of yourself as a candidate for officer or director and resign from the Nominating Committee; OR, withdraw yourself as a candidate for officer or director and remain on the Nominating Committee. You must do one of the following:

1. Resign from the Nominating Committee.
2. Withdraw from consideration as an officer or director.

Please call me as soon as possible (phone number) with your decision. At that time we can discuss the situation, but I'm sure you understand that I will not disclose to you who submitted your name.

Good luck with your decision!

ASHRAE
RESPONSIBILITY AND QUALIFICATION SUMMARY
FOR
SOCIETY PRESIDENT-ELECT

Responsibilities

- Succeeds President automatically at conclusion of President's term.
- Is the principal assistant to President and shares operating responsibilities as delegated by President.
- Chairs Members Council and President-Elect Advisory Committee.

Qualifications/Obligations

- Shall have been a Member (grade) of Society for five years or more prior to date of election.
- Shall not be eligible for re-election to the same office for additional consecutive year.
- Should have served as both Director and Treasurer.
- Receives no salary or compensation.
- Should be able and willing to travel extensively and devote considerable time to Society:
 - approximately 60-80 days per year of travel and meetings,
 - expenses of transportation, hotel, meals, parking, registration, and social events (including spouse) may be reimbursed upon request.

Other Desirable Qualifications/Criteria

- Should never be nominated solely as honor or reward.
- Should have served as a Vice President of Society.
- Should have participated broadly in Society activity at chapter, region, standing committee or international levels.
- Should have discussed with employer the travel, time, and monetary expenses that may be incurred if elected and obtained consent.
- Should consent to a three-year subsequent continuance of service to Society if elected.
- Should be willing and able to attend two Society meetings, two Executive Committee meetings, and four Chapters Regional Conferences as well as make numerous Society headquarters, intersociety and international visits during the year.

Supporting Documents

- Society Bylaws
- Manual of Procedures for Officers and Directors
- Manual of Procedures for Nominating Committee
- Travel Reimbursement Policy, ROB Volume 1

ASHRAE
RESPONSIBILITY AND QUALIFICATION SUMMARY
FOR
SOCIETY TREASURER

Responsibilities

- Serves as a member of Executive Committee, Board of Directors, Finance Committee, and Investment Committee.
- Shall have custody of funds of Society and the Society books of account.
- Shall invest the funds of the Society in accordance with the decisions of Investment Committee.

Qualifications/Obligations

- Shall have been a Member (grade) of Society for five years or more prior to date of election.
- Shall be eligible for re-election to the same office for additional consecutive year.
- Should have served as both Director and Vice President.
- Receives no salary or compensation.
- Should be able and willing to travel extensively and devote considerable time to Society:
 - approximately 35-40 days per year of travel and meetings,
 - expenses of transportation, hotel, meals, parking, registration, and social events (including spouse) may be reimbursed upon request.

Other Desirable Qualifications/Criteria

- Should have had previous experience on Finance Committee.
- Should never be nominated solely as honor or reward.
- Should have discussed with employer the travel, time, and monetary expenses that may be incurred if elected and obtained consent.
- Should have participated broadly in Society activity at chapter, region, standing committee or international levels.
- Should be willing and able to attend Society's annual and winter meetings, two Executive Committee meetings, two Finance Committee and two Investment Committee meetings, three Chapters Regional Conferences, and numerous Society and special meetings.

Supporting Documents

- Society Bylaws
- Manual of Procedures for Officers and Directors
- Manual of Procedures for Nominating Committee
- Travel Reimbursement Policy, ROB Volume 1

ASHRAE
RESPONSIBILITY AND QUALIFICATION SUMMARY
FOR
SOCIETY VICE PRESIDENT

Responsibilities

- Serves as a member of Executive Committee, Board of Directors and serves as Chair or Vice Chair of a Society council.
- Assists President and President-Elect.

Qualifications/Obligations

- Shall have been a Member (grade) of Society for five years or more prior to date of election.
- Shall be eligible for re-election for (1) additional consecutive year.
- Should have served as Director-at-Large and/or Regional Chair.
- Receives no salary or compensation.
- Should be able and willing to travel extensively and devote considerable time to Society:
 - approximately 40 days per year of travel and meetings,
 - expenses of transportation, hotel, meals, parking, registration, and social events (including spouse) may be reimbursed upon request.

Other Desirable Qualifications/Criteria

- Should never be nominated solely as honor or reward.
- Should have participated broadly in Society activity at chapter, region, standing committee or international levels.
- Should have discussed with employer the travel, time, and monetary expenses that may be incurred if elected and obtained consent.
- Should be willing and able to attend Society's annual and winter meetings, two Executive Committee meetings, three Chapters Regional Conferences, and numerous Society and special meetings.

Supporting Documents

- Society Bylaws
- Manual of Procedures for Officers and Directors
- Manual of Procedures for Nominating Committee
- Travel Reimbursement Policy, ROB Volume 1

ASHRAE
RESPONSIBILITY AND QUALIFICATION SUMMARY
FOR
DIRECTOR-AT-LARGE (DAL)

Responsibilities

- Serves as member of Board of Directors.
- Can expect to be appointed as a member of one Council and to one or more committees.
- Guides standing committee activity within Board established policy and represents each committee at its respective council.
- Responsible for representing and guiding the technological interests of the Society.

Qualifications/Obligations

- Shall have been Member (grade) of Society for five years or more prior to the date of election.
- Should have served as member (preferably Chair) of Society standing, technical, or standard project committee.
- Receives no salary or compensation.
- Should be able and willing to travel extensively and devote considerable time to Society:
 - Approximately 30 days per year of travel and meetings.
 - Travel expenses for Directors not exceeding the maximum daily expense rate may be reimbursed when requested for up to 7 days when attending Board meetings.
 - A daily reimbursement rate will be established for winter and annual meetings.

Other Desirable Qualifications/Criteria

- Should never be nominated solely as honor or reward.
- Should have a strong working knowledge of Society structure and function, i.e., committees reporting to councils and councils reporting to the board, and the interaction of the DAL among all three groups at the Society level. A network of Society level contacts is beneficial in facilitating these interactions.
- Should have discussed with employer the travel, time, and monetary expense that may be incurred if elected and obtained consent.
- Should be willing and able to attend two Society meetings, at least one Chapters Regional Conference, and numerous Society and special meetings.

Supporting Documents

- Society Bylaws
- Manual of Procedures for Officers and Directors
- Manual of Procedures for Nominating Committee
- Travel Reimbursement Policy, ROB Volume 1

ASHRAE
RESPONSIBILITY AND QUALIFICATION SUMMARY
FOR
DIRECTOR AND REGIONAL CHAIR (DRC)

Responsibilities

- Serves as a member of Board of Directors.
Can expect to be appointed to serve on one Council and one or more committees.
- Guides standing committee activity within Board established policy and represents each committee at its respective council
- Has prime responsibility to represent Society to region.
- Directs operation for region and presents region, chapters and membership viewpoints.

Qualifications/Obligations

- Shall have been a Member (grade) of Society for five years or more prior to date of election.
- Should have previously served as both Chapter President and Regional Vice Chair.
- Receives no salary or compensation.
- Should be able and willing to travel and devote considerable time to Society:
 - approximately 18-20 days for Society and 32-35 days for Region per year of travel and meetings,
 - travel expenses (not exceeding the maximum daily expense rate) may be reimbursed upon request for up to 7 days for attending Board meetings.
 - transportation expense may be reimbursed for Chapter Regional Conference and chapter meetings.
 - a daily reimbursement rate will be established for winter and annual meetings.

Other Desirable Qualifications/Criteria

- Should never be nominated solely as honor or reward.
- Should have discussed with employer the travel, time, and monetary expenses that may be incurred if elected and obtained consent.
- Should be willing and able to attend Society's annual and winter meetings, two Executive Committee meetings, two Chapters Regional Conferences, numerous special meetings and a meeting of each chapter at least every other year.

Supporting Documents

- Society Bylaws
- Manual of Procedures for Officers and Directors
- Manual of Procedures for Nominating Committee
- Travel Reimbursement Policy, ROB Volume 1

Desirable characteristics for ASHRAE Officers

November 7, 1998

- **Innovative** The individual suggests new ideas and opportunities for the Society and is willing to lead pursuit of those ideas. He or she does not limit contributions merely to reactions of ideas proposed by others.
- **Compromising** The individual recognizes and accepts suggestions and ideas of others and is willing consider opinions that may differ from his or her own.
- **Diplomatic** Willing to negotiate when ideas differ and does so from a position of respect for opposing views and needs of the other individual.
- **Committed** Particularly for senior officers, priorities of the Society take precedence over other professional obligations.
- **Reliable** Follows through on commitments. Completes tasks completely and on time and helps others to do the same.
- **Independent** Separates and supports the positions of the Society from those of their employers when in conflict.
- **Communicative** Able to effectively communicate ideas, positions, and technology related to the Society to a wide array of audiences from the lay public to scientists and engineers.
- **Has Integrity** Is honest and genuine in his or her actions. Positions or opinions are consistent regardless of situation.
- **Empathetic** Recognizes that individual needs and priorities differ and has genuine concern and care for individuals that he or she is serving.
- **Society Duality** Recognizes that the Society serves the needs of the individual and industry through its grassroots activities at the chapter level and through its technical and policy contributions at the Society level. Both are of equal importance and serve the membership in a synergistic manner.
- **Technologist** Has a broad understanding and appreciation of technology contributions and needs of HVAC&R industry and its impact on a global society. Places all technology needs in perspective as it impacts policies and programs of the Society.
- **Organized** Is an effective manager of time and helps others to be the same. Focuses on priorities of the Society as defined by both the individual as well as others within ASHRAE.

Procedures for Background Checks of Officer Candidates

- A. Criminal background checks will be conducted on all Proposed Candidates for officers of the Society (President-Elect, Treasurer, Vice President). Proposed Candidates are those proposed by the Nominating Committee at their fall meeting.
- B. The background investigations will be conducted for criminal offenses only.
- C. Felony convictions in the U.S. or convictions of crimes of “moral turpitude” in other parts of the world may disqualify a Proposed Candidate for an officer position. Should a Proposed Candidate for officer be disqualified their name will be removed from the Proposed Candidate list that is presented to the Nominating Committee at their Winter Meeting.
- D. A Background Check Subcommittee, consisting of the Nominating Committee Chair, Vice Chair, a non-North American Nominating Committee member and the Nominating Committee Secretary will determine if the adverse background information is sufficient to disqualify Proposed Candidates.
- E. Background investigations will be conducted by the ASHRAE Human Resources staff in order to limit the distribution of Personally Identifiable Information consistent with U.S. laws. The Human Resources staff will report any adverse information meeting the criteria described in item C to the Background Check Subcommittee.
- F. Background checks will be conducted by qualified firms that have significant experience in both domestic and international investigations.
- G. Proposed Candidates will be notified that background checks will be conducted and must sign a waiver permitting ASHRAE to conduct these checks.
- H. Background check information will be valid for 3 years.

Section J

Fall and Winter balloting procedures

- A The following process is recommended for the development of a slate of candidates for the positions of President-Elect, Treasurer, Vice President Director and Regional Chair and Director-at-Large.
- a) All ballots are to be in writing or electronic and shall be executed by secret ballot.
 - b) All nominations for each position shall be read in alphabetical order.
 - c) A member of the Nominating Committee must speak in favor of a candidate to qualify the name to be placed on the official NC fall ballot.
 - d) The NC fall ballot shall be prepared for use by Nominating Committee delegates
 - e) Initial ballot: Each delegate may vote for no more than the number of nominees that are expected to be moved forward to the winter meeting.
 - f) The nominees receiving the greatest number of votes shall be placed on the 2nd ballot.
 - g) Discussion: Nominating Committee delegates shall be given the opportunity to speak in favor of nominees they wish to support
 - h) The second ballot shall be taken where each delegate has one vote. The nominees shall be placed in ranked order. The slate of nominees to be moved forward to the winter meeting shall be determined by this ranked order.
 - i) If necessary, a 3rd ballot shall be taken only to break ties at the bottom of the ranked order.
- B Recommended number of nominees to move forward to Winter Meeting
- a) President-Elect 1 or 2
 - b) Treasurer 2 to 4
 - c) Vice President 6-8
 - d) Director and Regional Chair 1-3 from each region
 - e) Director-at-Large 6-10

Winter Nominating Committee- Slate preparation

In reporting the results of balloting, the names of the proposed candidates shall be read in alphabetical order without indicating the number of votes for each:

- 1) After the first ballot, if positions still remain to be filled, all candidates receiving less than a majority but at least two votes shall remain candidates.
- 2) After the second ballot, if positions still remain to be filled, all candidates receiving less than a majority but at least four votes shall remain candidates.
- 3) After the third ballot, if positions still remain to be filled, all candidates receiving less than a majority but at least six votes shall remain candidates.
- 4) After the fourth and succeeding ballots, if positions remain to be filled, the committee, through a vote, may call for the number of votes for each candidate to be reported.
- 5) In the event of a stalemate, the committee chair may suggest an alternate voting method.