



MINUTES

EXECUTIVE COMMITTEE MEETING

Marriott St. Louis Grand Hotel
St. Louis, Missouri
Thursday, June 30, 2016

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

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June 30, 2016

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ACTION ITEMS

Executive Committee Meeting
June 30, 2016

Item	Responsible	Summary of Action	Status
1 – 1	Littleton	Send a Doodle Poll to schedule the ExAIL call the last week of July.	_____
2 – 2	Littleton	Send the Teamup calendar “view only” link to ExCom and the link to add individual travel information.	_____
3 – 2	Olesen	Investigate the Buildings XIII Conference and make a recommendation as to whether ASHRAE should consider taking over administration of the conference.	_____
4 – 2	Hayter	Check travel schedule to see if she will be available to attend the Buildings XIII Conference; if not, Mrs. Graef will attend.	_____
5 – 2	Littleton	Set up a conference call with CCS and Kim Mitchell to discuss the capital campaign and map out a plan for a future discussion with the Board.	_____
6 – 2	Littleton	Arrange a conference call with ExCom to discuss the capital campaign.	_____
7 – 2	Littleton	Continue placing the AEDG report on the ExCom agenda template.	_____
8 – 2	Littleton	Provide Board members with access to Mr. Wentz presidential speech and script, as well as the article in the Journal magazine.	_____
9 – 3	Littleton	Request that the “ASHRAE” subject line header be removed from emails going to ExCom from ASHRAE headquarters.	_____
10 – 3	Graef	Work with Society Rules Committee and Scholarship Trustees to remove Scholarship Guidelines from Rules of the Board.	_____
11 – 3	Littleton	Request placement of the Honors and Awards MOP and Reference Manual on ASHRAE website.	_____
12 – 3	Graef	Develop a Rule of the Board from the ad hoc report “Creation and Termination Process of Standing Committees” and return it for review by ExCom.	_____



EXECUTIVE COMMITTEE MEETING

Marriott St. Louis Grand Hotel
St, Louis, Missouri
Thursday, June 30, 2016

MEMBERS PRESENT: Timothy G. Wentz, President
Bjarne W. Olesen, President – Elect
Sheila J. Hayter, Treasurer
Walid Chakroun, Vice President
Patricia T. Graef, Vice President
M. Ginger Scoggins, Vice President
Edward K.C. Tsui, Vice President

STAFF PRESENT: Jeff H. Littleton, Executive Vice President
Mary D. Townsend, Executive Assistant
Jim Scarborough, Manager – Grassroots Government Advocacy

GUESTS PRESENT: Susan Nagel – LeadershipU

Call to Order

President Wentz called the Executive Committee meeting to order on Thursday, June 30, 2016 at 7:30 a.m. ExCom members and staff attended as listed above.

Review of Agenda

The following items were added to the agenda:

- Thermal Performance of the Exterior Envelopes of Whole Buildings XIII International Conference
- Capital Campaign
- Society Rules requesting guidance from ExCom

Unfinished Business

ExAIL Call Schedule 2016 – 2017

Mr. Wentz reported that ExCom will start the year scheduling an ExAIL call once a month. The first call will be held during the last week of July.

Mr. Littleton will send a Doodle Poll to schedule the ExAIL call the last week of July.

Mr. Littleton will send the Teamup calendar “view only” link to ExCom and the link to add individual travel information.

AI-2

Thermal Performance of the Exterior Envelopes of Whole Buildings XIII International Conference

Mr. Olesen reported that ASHRAE’s presence at this conference is recommended and it might be preferred to send a senior officer. The conference is scheduled December 5-8, 2016.

The discussion included the possibility of ASHRAE taking over management of the conference, turning the focus of the conference to residential. There also was a suggestion to move the conference overseas.

Mr. Olesen will investigate the Buildings XIII Conference and making a recommendation as to whether ASHRAE should consider taking over administration of the conference..

AI 3

Ms. Hayter will check travel schedule to see if she will be available to attend the Buildings XIII Conference; if not, Mrs. Graef will attend.

AI 4

Capital Campaign

Ms. Scoggins reported that after the capital campaign presentation made during the Wednesday Board meeting, Board members still have many questions.

Discussions included:

- Making the case objective clear and compelling.
- Presenting opportunities to expand ASHRAE’s horizons.
- Hold “train the trainer” workshops for Board members.

Mr. Littleton will set up a conference call with CCS and Kim Mitchell to discuss the capital campaign and map out a plan for a future discussion with the Board.

AI 5

Mr. Littleton will arrange a conference call with ExCom to discuss the capital campaign.

AI 6

New Business

AEDG Reporting Path

Mr. Wentz reported that Mr. Phoenix’s presentation to ExCom clarified the AEDG reporting path. ExCom does not make decisions regarding AEDG but will continue to receive reports.

Mr. Littleton will continue placing the AEDG report on the ExCom agenda template.

AI 7

Society Year 2016-2017

Mr. Littleton will provide Board members with access to Mr. Wentz presidential speech and script, as well as the article in the Journal magazine.

AI-8

Email Management

Mr. Littleton reported that during the Spring ExCom meeting, it was discussed that the word "ASHRAE" be put in the subject line header to assist officers with sorting incoming mail.

Mr. Littleton will request that the "ASHRAE" subject line header be removed from emails going to ExCom from ASHRAE headquarters.

AI-9

Society Rules requesting guidance from ExCom Attachment A

Mrs. Graef reported that Society Rules Committee was requesting guidance from ExCom on placement of documents and changes/additions to the Rule of the Board.

- Remove the Scholarship Guidelines from the Rule of the Board and request that it be put in the Scholarship Trustees Manual of Procedures. It also is requested that
- Place the Honors and Awards Manual of Procedures and Reference Manual on the ASHRAE website.
- Placement of the new policy for the Standing Committee Creation and Termination Process in the Rule of the Board.
- Update to Society Rules Committee membership from appointment of a DAL to appointment of a Director.

Mrs. Graef will work with Society Rules Committee and Scholarship Trustees to remove Scholarship Guidelines from Rules of the Board.

AI-10

Mr. Littleton will request placement of the Honors and Awards MOP and Reference Manual on ASHRAE website.

AI-11

Mrs. Graef will develop a Rule of the Board from the ad hoc report "Creation and Termination Process of Standing Committees" and return it for review by ExCom.

AI-12

Executive Session

The executive session convened at 9:49 a.m. and ended at 11:15 a.m.

Next Meeting*Executive Committee Fall Meeting – October 4 and 5, 2016 – Bangkok, Thailand*

- October 4, 2016 1:00 p.m. – 4:00 p.m.
- October 5, 2016 8:00 a.m. – 12:00 p.m.

Adjournment

Mr. Wentz thanked everyone for coming. The meeting was adjourned at 11:00 AM on Thursday, June 30, 2016.



Jeff H. Littleton, Secretary

mdt/2016/7/13

Distribution: Board of Directors
Staff Directors

Attachments: A. Society Rules Documents

Appendix A - ASHRAE UNDERGRADUATE ENGINEERING SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

All applications will be received and reviewed on an annual basis unless otherwise indicated. Re-application accepted from former scholarship recipients provided they continue to meet all current criteria.

1. ASHRAE General Scholarships
2. Named Scholarships
 - A. Alwin B. Newton Scholarship
 - B. Reuben Trane Scholarship
 - (1) The Reuben Trane Scholarship shall be a two-year scholarship awarded to a deserving student with at least two years of undergraduate study remaining in ABET-accredited curriculum dealing with heating, ventilating, air conditioning and refrigeration.
 - (2) Each scholarship recipient shall be funded at the rate of \$5,000 per year during enrollment in an ABET-accredited program required to complete a Bachelor of Science Degree in Engineering at a university in the United States or Canada.
 - (3) The endowment fund, which supports the Reuben Trane Scholarship, shall be self-sustaining and only income from the endowment fund shall be utilized to fund the scholarships.
 - (4) The recipient must remain a full time student with satisfactory academic standing in a college of engineering in order to be eligible on a year-to-year basis.
 - (5) It is highly desirable that the recipient's university of choice have an ASHRAE Student Branch.
 - (6) In accepting the scholarship, the recipient is encouraged to seek summer employment or internship with employers who are in the HVAC&R industry.
 - (7) Announcement on the availability of the scholarship will appear in ASHRAE INSIGHTS and each chapter will be encourage to come forward with a promising applicant.
 - (8) When evaluating candidates for the Reuben Trane Scholarship, no candidate will be considered for the Reuben Trane Scholarship unless that individual has been ranked high enough in the trustees' overall ranking of applicants to qualify for any other available scholarship. In the event that none of the highest ranked candidates meet the requirement in the Special Considerations for the Reuben Trane Scholarship, then no Reuben Trane Scholarship will be awarded at that time. (*Scholarship Trustees 06/26/01*)
 - C. Duane Hanson Scholarship (97-06-29-14)
 - D. Henry Adams Scholarship
 - (1) It is desirable that the recipient is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of building lighting and power distribution systems.

- E. ASHRAE Legacy Scholarship (14-01-22-02)
- (1) The scholarship will be initially funded by an existing ASHRAE Scholarship, whose name will be changed to the ASHRAE Legacy Scholarship.
 - (2) Funding of the scholarship will be made through minimum contributions of \$5,000 from individuals or groups wishing to honor an individual. Gifts received would replace funds in the initial endowment until such time that the ASHRAE Legacy Scholarship was fully funded.
 - (3) The name and short biography of the honored individual(s) will be included with the information provided to the scholarship recipient.
- F. ASHRAE Frank M. Coda Scholarship (05-02-09)
- G. ASHRAE Willis H. Carrier Scholarship (06-01-25)
- H. Lynn G. Bellenger Scholarship (12-01-25-01/13-01-27-02)
- (1) This scholarship is intended to memorialize Presidential Member Lynn G. Bellenger and benefit women in engineering.
 - (2) This scholarship of \$3,000 is to be awarded specifically for women in engineering technology students.

Appendix B - ASHRAE ENGINEERING TECHNOLOGY SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

All applications will be received and reviewed on an annual basis unless otherwise indicated, including re-application from former scholarship recipients provided they continue to meet all current criteria.

1. Associate Engineering Technology Scholarships – No re-applications accepted from former recipients.
2. Bachelor Engineering Technology Scholarships (09-01-28-03/11-06-26-5B)

Appendix C - UNIVERSITY-SPECIFIC SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

All applications will be received and reviewed on an annual basis unless otherwise indicated. Re-applications accepted from former scholarship recipients, provided they continue to meet all current criteria.

GENERAL

1. The Scholarship shall be named "ASHRAE (name of the contributor) Scholarship Award".
2. All of the rules that apply to other ASHRAE scholarships shall apply to these scholarships.
3. The scholarships shall be designated for engineering undergraduates, engineering technology undergraduates, or engineering graduates. (11-06-26-5B)
4. Written agreement with the University must be obtained.
5. Applicants from the university who apply may be awarded a higher level ASHRAE scholarship, but shall not be eligible for more than one scholarship at any given time.
6. Recipients of a scholarship must have at least a 3.0 grade point average, where 4.0 is the highest.
7. For any year there is not a viable candidate, the funds may be used in subsequent years.
8. If viable candidates are not submitting their resumes for a period of three years in succession, and every effort has been exhausted to develop interest, including notification of the Regional Chair and the local chapter President, then the scholarship will be abandoned and all funds merged with the General Scholarship Fund. A viable candidate shall be defined as one who ranks in the upper 50% of the preliminary ranking by the Scholarship Trustees. (BOD 06/26-27/02)
9. University-Specific Named scholarships must be for individuals who have brought credit to the HVAC&R industry and continue to do so as long as they live.
10. University-Specific Named scholarships will be reviewed for appropriateness every ten years.
11. The name of a University scholarship shall be approved by the ASHRAE Board of Directors.
12. No university will be eligible for a named scholarship unless the students are qualified to receive a scholarship.

A. ASHRAE Donald E. Nichols Scholarship

A one-year scholarship for qualified undergraduate engineering students at Tennessee Technological University.

B. ASHRAE J. Richard Mehalick Scholarship

A one-year scholarship for qualified undergraduate mechanical engineering students at the University of Pittsburgh (see attached Memo of Understanding).

C. ASHRAE David C. J. Peters Scholarship

(12-06-27-10)

A one-year scholarship to be awarded to an undergraduate student enrolled in a four or five year mechanical engineering program at one of the following institutions:

California State University (CSU) at
Chico
San Diego
Cal Poly San Luis Obispo
Cal Maritime
Long Beach
Pennsylvania State University
North Carolina State University
Virginia Polytechnic Institute & State University (Virginia Tech)
Clemson University
University of Nebraska at
Lincoln
Omaha
University of Nevada at
Las Vegas
Reno
Oklahoma State University
University of Texas at Austin

Appendix D - ASHRAE REGIONAL AND CHAPTER SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any) (BOD 06-28/29-01, 06/26-27/02, 06/29/05)

1. General

- a. All applications will be received and reviewed on a yearly basis, including reapplication from former scholarship recipients.
- b. Scholarships must meet the fiscal guidelines of the Scholarship Program.
- c. Name of the region or chapter shall appear in the title of the scholarship and all other criteria in the Society Scholarship Guidelines shall apply.
- d. Regional Scholarships are restricted to a school in the named ASHRAE region
- e. Scholarship Trustees select recipient.
- f. For any year there is not a viable candidate, the funds may be used in subsequent years.
- g. If viable candidates are not submitting applications for a period of three years in succession, and every effort has been exhausted to develop interest, the Regional Chair shall be notified. A viable candidate shall be defined as one who ranks in the upper 50% of the preliminary ranking by the Scholarship Trustees. (06/26-27/02)

2. ASHRAE Region IV Benny Bootle Memorial Scholarship (BOD 06/29/05)

- a. The Region IV Benny Bootle Memorial Scholarship shall be awarded to a deserving engineering or architectural student enrolled in an ABET, NAAB or equivalent accredited program in an engineering or architecture college or university located within the geographic boundaries of Region IV (currently North Carolina, South Carolina and Georgia in the U.S.A.) and is pursuing study potentially leading to a career in the sciences of heating, refrigerating or air conditioning or building design. The scholarship will be a one-year scholarship of \$3,000.00 per year. The candidates shall be evaluated each year. Re-application from former recipients is acceptable.
- b. The recipient of the Region IV Benny Bootle Memorial Scholarship must meet the general criteria for any ASHRAE scholarship as outlined in the ASHRAE Society Scholarship Program Guidelines. No candidate will be considered for the Region IV Benny Bootle Memorial Scholarship unless that person has been ranked high enough to also qualify for any of the other available ASHRAE scholarships.
- c. Preference will be given to students who are also full-time residents of Region IV. The home address of record for the recipient of the Region IV Benny Bootle Memorial Scholarship shall be within the geographic boundaries of Region IV unless none of the otherwise qualified applicants are from Region IV.

3. ASHRAE Region VIII Scholarship

- a. The Region VIII Scholarship shall be awarded to an undergraduate mechanical engineering student attending a school, which is located within the geographical boundaries of ASHRAE's Region VIII.
- b. Applicants must meet all other basic ASHRAE criteria.

4. ASHRAE Region III Boggarm Setty Scholarship (10-12-13-02/11-02-02-04)

- a. Scholarship is to be awarded to an undergraduate engineering student attending a school in ASHRAE's Region III.
- b. Preference is for the recipient to be a mechanical engineering major.

5. ASHRAE Minnesota Chapter Peter Potvin Scholarship (14-08-04-04/14-07-02-10/13-07-30-04)

The scholarship is to be awarded to student enrolled in an ABET-accredited undergraduate mechanical or architectural engineering program at an institution within the geographic boundaries of the Minnesota chapter and/or the student has graduated from a high school within the geographic boundaries of the Minnesota chapter. If the engineering program is not ABET-accredited then the school shall have an active ASHRAE branch.

6. ASHRAE New Jersey Chapter Scholarship (14-07-02-10/14-01-22- 01)

The scholarship is to be awarded to an undergraduate mechanical or architectural engineering student enrolled in an ABET-accredited undergraduate mechanical or architectural engineering program at an institution within the geographic boundaries of the New Jersey chapter. If the engineering program is not ABET-accredited then the school shall have an active ASHRAE student branch.

If a suitable candidates cannot be identified using this criteria, the scholarship will be available to a student either attending a school within the geographic boundaries of ASHRAE Region I or who has attended a high school within the geographic boundaries of Region I and who otherwise meets the above criteria.

7. Boggarm & Barthy Setty Region I Scholarship (14-07-02-10)

The scholarship is to be awarded to an undergraduate mechanical or architectural engineering student enrolled in an ABET-accredited undergraduate mechanical or architectural engineering program at an institution within the geographical boundaries of the ASHRAE Region I and/or the student has graduated from a high school within the geographic boundaries of ASHRAE Region I. If the engineering program is not ABET accredited then the school shall have an active ASHRAE student branch.

3.800 ASHRAE ASSOCIATES

Requirements and Application Procedure for Association with ASHRAE

ASHRAE, in its desire to broaden its scope of activities in the world and thereby make possible a more effective and fruitful exchange of knowledge and ideas among engineers engaged in the arts and sciences of heating, ventilation, air-conditioning and refrigeration, has decided, by recommendation of its Executive Committee and approval of the Board of Directors, to make it possible for any qualifying society, engaged in the same field of activity, to become an Associate of ASHRAE.

I. BASIC REQUIREMENTS

The basic requirements for association are as follows:

- A. Application will be limited to organizations located outside of the United States and Canada whose purpose is to advance the arts and sciences of heating, refrigerating, air-conditioning or ventilation.
- B. Organizations applying for association must have been in existence a minimum of three consecutive years and have no less than 100 members in good standing.
- C. The membership requirements of organizations applying for association must be open to all individuals who meet the minimum requirements for ASHRAE membership. (Note: Please see www.ashrae.org for qualifications of ASHRAE membership.)

II. RIGHTS AND PRIVILEGES

Each Associate is entitled to the following rights and privileges:

- A. Members of ASHRAE and the ASHRAE Associate in good standing are entitled to register for meetings and conferences at member registration fees.
- B. Members in good standing are entitled to purchase publications at member prices.
- C. Members in good standing may apply for membership in the other organization subject to meeting the minimum requirements of the said organization.
- D. ASHRAE and the Associate will provide to each other its principal publications.
- E. An ASHRAE Library which consists of the following publications: monthly ASHRAE Journals, annual volumes of the Handbook series, Meeting Transactions, ASHRAE Standards as they are developed and revised.
- F. Associates may translate and reprint ASHRAE meeting and ASHRAE Journal papers following formal written requests to do so.

III. OBLIGATIONS OF ASSOCIATES

Each ASHRAE Associate has the following obligations:

- A. To promote the advancement of HVAC&R technology.
- B. The ASHRAE Library provided to Associates must be placed in a well patronized location.

- C. An annual report on ASHRAE activities (promotional activities, membership levels, library usage, ASHRAE membership groups where applicable) must be submitted.

IV. IDENTIFICATION OF ASSOCIATION

Associates may print on their letterhead: Associate of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

V. DISASSOCIATION

ASHRAE reserves the right to disassociate with any Associate. Reasons for disassociation include but are not restricted to:

- Failure to extend reciprocal privileges to ASHRAE members.
- Failure to maintain timely communication with ASHRAE.
- Failure to exchange principal publications.

VI. APPLICATION PROCEDURE

If the national Society in your country meets the basic requirements for association as outlined herein and desires to apply for association with ASHRAE, the "Applications Procedure" is to be as follows:

- A. A formal letter/request signed by an authorized officer of your national Society shall be directed to the Executive Vice President of ASHRAE, stating that your national Society, by approval of its Governing Board, has voted to apply for status as an ASHRAE Associate Society. This letter must state that your national society is fully aware of the basic requirements for association with ASHRAE and that it agrees to the basic "Rights and Privileges."
- B. Attach to this letter/request a brief description of the nature of your national society, its aims and scope of activity, the date of its formation and present number of active members.
- C. Attach a statement of the "Requirements for Membership" by your national Society.
- D. State whether your national Society publishes a journal and give the name of the publication and its frequency of issue, whether monthly, semi-annually, or otherwise.
- E. Give the names and addresses of the officers of your national Society such as President, Vice President, Treasurer and Secretary.
- F. Mail this document to:

Director of Member Services
ASHRAE
1791 Tullie Cir NE
Atlanta, GA 30329

Fax: 404-321-5478
Email: jabrams@ashrae.org

The letter/request will be reviewed by the Executive Committee for compliance with requirements. The national Society applying for association will then be officially notified of the action taken by the Executive Committee of ASHRAE. Should the number of Associate Societies in any country increase, ASHRAE reserves the right to review its relations with the Associate Society in that country to ensure maximum cooperation and to avoid duplication of effort.

(12-01-25-29)

Standing Committee Creation and Termination Process

The present Rules of the Board do not include rationale for creating a new Standing Committee or terminating as Standing Committee. It is incumbent on the Board to provide the guidance, reporting structure plan and decision method for standing committee formation or termination since it impacts the Society organizational structure and resource use.

Criteria for the Creation of a Standing Committee

A new standing committee proposal is to be provided to ExCom. If the standing committee is considered in the best interest of advancing society, ExCom will bring the committee proposal forward as a motion for consideration on the Board of Directors agenda. The following must be provided within the proposal in the form of a two-page document (maximum):

- Defined scope and purpose
- Succinct definition for the work the committee will perform
- Desired long-term results
- Identification of other entities within ASHRAE with which the committee will interface
- Reason for standing committee, rather than a different committee type (TC, MTG, etc.)
- Rationale for the entity to which the committee is to report
- Composition – number of committee members and need for specific representation
- Annual financial and resource support needed
- Anticipated duration of the committee

Criteria for the Termination of a Standing Committee

A standing committee should not be considered to exist indefinitely once approved by the Board of Directors. There are topics that may warrant additional fiscal and personnel resources due to the prominence of a specific issue or the desire of the organization to emphasize a specific technical area justifying the creation of a standing committee. This emphasis may not be required in the long term therefore a procedure for terminating a standing committee is prudent.

Standing committees are reviewed bi-annually by their appointed ExO or CO. This review should include:

- How well the committee work aligns with its purpose and scope
- The level of progress made by the committee
- The long term goals of the committee
- The ability of the committee to identify and attract new members
- The interaction with other ASHRAE entities
- The pertinence of the committee to present ASHRAE goals and plans

These reviews are reported to the cognizant authority. The cognizant authority shall determine from these reports if the continued investment in each standing committee is warranted.

- If the standing committee is deemed to be no longer needed, the authority shall discuss possible termination with the committee.
- After discussions have taken place, if it is in the best interests of ASHRAE to terminate the committee, a request to terminate shall be brought to the Board of Directors as a motion.

2.424 SOCIETY RULES COMMITTEE**2.424.001 SCOPE AND PURPOSE**

This committee shall consider all matters requiring development, interpretation and change in Society Bylaws, Rules of the Board, and other Society documents.

2.424.002 MEMBERSHIP2.424.002.1 Composition (06-06-25-14/08-01-20-14)

The members of this committee are as follows

A. Six (6) voting members, including a chair and a vice chair.

B. Non-voting members include the coordinating officer.

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

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

B. Members should have demonstrated Society rules ability.

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

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

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

2.424.002.3 Term of Service

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

2.424.003 OPERATION

2.424.003.1 This committee is responsible for the review of the official documents of the Society including the Rules of the Board, Society Bylaws and the Certificate of Consolidation.

(74-06-22-11/81-01-28-05/95-02-02-33/97-01-30-36/08-01-20-14)

2.424.003.2 All Rules of the Board classified as "rewording of the Bylaws," shall not become effective until review and approval by this committee, and be listed under a separate section identified as "Reworded" and effective on approval by this committee. (78-02-01-16)

2.424.003.3 This committee is responsible for monitoring the standard format for the Rules of the Board and all Manuals of Procedures to see that they reflect the latest provisions of the Society Bylaws and the Rules of the Board. When changes to the Bylaws or the ROBs necessitate revisions to these formats, this committee shall make such revisions and report this to the BOD. (08-01-20-14)

2.424.003.4 This committee shall be responsible for approving and maintaining its own Manual of Procedures and any other MOPs not assigned to other bodies to maintain. (08-01-20-14)

2.424.003.5 This committee shall review the Rules of the Board to look for discrepancies between the Rules of the Board and the way the Society is operating. When such discrepancies are discovered, this committee shall report them to the Board of Directors along with recommendations as to how such discrepancies can be eliminated. (01-06-27-16A)

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. (08-01-20-14/10-03-04-07)

2.424.003.7 In consultation with the potentially affected bodies, the Society Rules Committee shall assign an appropriate group in ASHRAE as the cognizant committee for each Society policy, manual and procedure. (08-06-25-28)