PC Chairs Training: Membership & Balance

An overview of PC membership and balance

Intended Audience – PC Chairs, but open to everyone

Required Reading – PC Manual of Procedures (PC MOP) and PC Chairs’ Meeting Deadlines
Learning Objectives

• At the end of this training module, you should better understand:
  • Project Committee (PC) requirements to conduct official business
  • PC balance and member interest categories
  • How to find members and different types of members
  • Who does what, when and how in the membership process
  • How to complete and review PC applicant membership forms
  • How to complete a PC Chair’s Recommendation Form for PCs and standing PCs
Topics

• PC Membership Requirements
  • Size and Composition
  • Balance
  • Interest Categories
• Member Types
• Application Process & Forms
  • PC Members
  • Organizational Members
• PC Chair’s Recommendation Forms and Deadlines
• Membership Approval Process
• Discussion
PC Size and Composition

• At least 5 project committee voting members (PCVMs) to conduct official business (e.g., pass motions):
  • Includes Chair
  • No upper limit
• One PCVM per company or association

Tip: Organizational meetings may be held with individuals interested in becoming members of the PC, and the group may begin developing the standard or guideline without 5 PCVMs.
Balance

• ASHRAE’s requirements for balance on standards project committees flow from ANSI’s “due process criteria,” which states that no single interest category can constitute more than:
  • one-third of voting membership of a consensus body dealing with safety
  • one-half of voting membership of a consensus body for all other standards

• Balance helps to ensure all viewpoints are considered in a PC’s deliberations

• Balance on guideline project committees (GPCs) and PC Subcommittees is desired but not required
Interest Categories

- PCVMs are usually from the following 3 interest categories:
  - Producer
  - User
  - General Interest

- Alternate interest categories may be considered if other categories would ensure broader consensus, or are better suited to a particular TPS (must be approved in advance by SPLS)

Tip: Consult with your SPLS if you think additional interest categories are warranted.
Interest Categories

• The interest of a PC member is judged in the context of the purpose and scope of the PC by:
  • present and past sources of income
  • fees
  • reimbursements of related expenses
  • recorded views of:
    o the individual
    o their employer
    o any relevant organization of which they are a member
Interest Categories

Interest category definitions:

• **Producer**: those directly concerned with the production or distribution of the product or service involved, including industry associations representing producers or distributors, or those receiving substantial support from a producer directly concerned.

• **User**: those who use the product or service involved, or those who receive substantial support from a user directly concerned, but are not involved with its production or distribution. This reference is not to users of the standard, but to users of the product or service covered by the standard.

• **General**: those who have interests other than those described above and may include consulting engineers or employees of appropriate government agencies, nationally recognized testing laboratories or educational institutions, and codes-oriented individuals.
Types of PC Members

- Project Committee Voting Member (PCVM)
- Non-Voting Member (NVM)
- Project Subcommittee Voting Member (PSVM)
- Organizational Member (OM)
- Consultant
- International Organizational Liaison (IOL)
Types of PC Members

• **Project Committee Voting Member (PCVM):** PCVMs are eligible to vote on PC motions. PCVMs are also eligible to vote on subcommittee motions to which the PCVM is appointed.

• **Non-Voting Member (NVM):** An NVM is an additional type of membership for PCs not formally organized into subcommittees. NVMs are not eligible to vote on PC motions. NVMs are not included in interest balance or quorum requirements.

• **Project Subcommittee Voting Member (PSVM):** PSVMs are eligible to vote on subcommittee motions to which the PSVM is appointed. PSVMs are not eligible to vote on PC motions. PSVMs are not included in interest balance and quorum requirements for the PC.
Types of PC Members

- Organizational Member (OM): A governmental agency, public interest group, or organization that represents a number of entities/members that would be materially affected by a standard’s mandatory requirements
  - Organization appoints a primary representative
  - Organization can appoint an alternate
  - Appointees undergo the same PC membership application and approval procedures as individual PC members
  - Number of OMs cannot exceed 1/3 of PCVMs
  - Cannot be a Chair or Vice Chair of a PC or subcommittee

Further Reading: PC MOP 4.8.6.2
Types of PC Members

• **Consultants:**
  • Appointed as experts on a particular aspect of a standard or guideline
  • PC Chair appoints and notifies ASHRAE Manager of Standards (MOS) and SPLS Liaison
  • Consultants complete same membership forms as PC members
  • Consultants do not vote or affect quorum
  • Limit of three for PCs without subcommittees or three per subcommittee
  • Terms expire at end of PC Chair’s tenure
Types of PC Members

• **International Organizational Liaison (IOL):** from international trade or professional organizations and/or international standards committees:
  • helps facilitate development and promote acceptance of the standard
  • does not vote or affect quorum
  • term is the same as PC Chair
PC Positions

• PC Officers:
  • Chair*
    o must be a PCVM
  • Vice Chair*
    o position recommended, not required
    o can be an NVM or PSVM
  • Secretary
    o position recommended, not required
    o appointed by PC Chair
    o can be an NVM or PSVM

• Subcommittees:
  • Subcommittee Chair*
    o must be PCVM

* ASHRAE membership required
PC Roster/Development Requirements

- Full PC roster must be approved within 12 months of project approval or the project will be discontinued.

- The need for the standard or guideline will be reevaluated if the PC:
  - does not advance the development of the document, or
  - has not officially convened for 12 months.
Membership Process & Forms

• Membership Process
• Membership Package/Forms
• Organizational Membership Process
• PC Chair’s Recommendation Forms
Membership Process – New Members

• For consideration as a new PC member, applicants must provide the following information to ASHRAE staff:
  1. PC Application for Individual Membership
  2. Bias/Conflict of Interest Statement
  3. ASHRAE Individual Bio (completed online)

• Applications are processed by ASHRAE staff
• Applicants’ “membership packages” are forwarded to the PC Chair for review and consideration
• Staff places recommendations on SPLS agenda for review and approval.

Tip: All forms must be submitted to ASHRAE by the published deadlines.
Form located at: http://www.ashrae.org/standards-research--technology/standards-forms--procedures

**IMPORTANT:**
- Include PC number and name
- Interest Category
- Hand written signature

**IMPORTANT:** application must be completed in full, dated and signed by hand.

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### ASHRAE Standard/Guideline Project Committee Application for Individual Membership

**1.** I am applying for Individual Membership on the following ASHRAE Project Committee: (Please use a separate form for each committee.)

- SSPC 15 Safety Standard for Refrigeration Systems
- SSPC 34 Designation and Safety Classification of Refrigerants
- SSPC 52.2 Method of Testing General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size
- SSPC 62.1 Ventilation for Acceptable Indoor Air Quality
- SSPC 62.3 Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings
- SSPC 90.1 Energy Standard for Buildings Except Low-Rise Residential Buildings
- SSPC 90.2 Energy Efficient Design of Low-Rise Residential Buildings
- SSPC 161 Air Quality Within Commercial Aircraft
- SSPC 170 Ventilation of Health Care Facilities
- SSPC 189.1 Standard for the Design of High-Performance, Green Buildings Except Low-Rise Residential Buildings

**2.** Name of Applicant

Print or Type Name (Last, First, Middle Initial) below

<table>
<thead>
<tr>
<th>Today’s Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________</td>
</tr>
</tbody>
</table>

ASHRAE Member/Non Member ID (ASHRAE Membership is not a requirement except for Chair, Vice-Chair or Subcommittee Chair positions)

Committee Position for Which You Are Applying: (VM-Project Committee Voting Member; SVM-Project Subcommittee Voting Member; NVM-Non-Voting Member; CON-Consultant; Primary/Alternate Organizational Rep)

**3.** Bio Report (in the "Member Central" section of the ASHRAE website) and the Potential Sources of Bias/Conflict of Interest form:

- Bio information current within a year from today. Date Bio information on ASHRAE’s website was completed/updated: ________________
- I have completed and signed the Potential Sources of Bias/Conflict of Interest form. Date form was completed/updated: ________________

**4.** If elected as a member of the Project Committee, I would qualify in the following Interest Category (check one):

<table>
<thead>
<tr>
<th>Default Interest Categories are on Page 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSPC 15 General Interest</td>
</tr>
<tr>
<td>SSPC 62.1 General Interest</td>
</tr>
</tbody>
</table>

**5.** By signing below, I certify that:

If elected as a member of any ASHRAE Standard or Guideline Committee or appointed as a consultant to such committee, I state that I intend to make and will make contributions with other members of such committee that will be merged into inseparable or interdependent parts of a unitary work or works. To facilitate the creation of such work or works, I acknowledge and agree that my contributions and any resulting work or works constitute and are to be considered works made for hire. To any extent that my contributions or the resulting work or works are not considered a work made for hire, I hereby assign to ASHRAE all right, title and interest to all said contributions and all said resulting works. I understand and agree that I acquire no rights in the resulting work or works, whether published or unpublished. I attest that I have the authority and am empowered to grant the foregoing and within rights to ASHRAE.

**Signature**

Note: This form is not valid unless signed by Applicant.

Submit Completed Form to: (Standards,Section@ashrae.org); Tel. (678) 539-1143; Fax (678) 539-2143
Bias/Conflict of Interest Statement

Form located at:
http://www.ashrae.org/standards-research--technology/standards-forms-procedures

IMPORTANT:
• Form will not be accepted unless all sections are filled in: the use of “None,” “N/A,” or a no response to any question is not acceptable
• Must be signed by hand
• Must be updated annually or when key information changes

Tip: Errors in this form are a common reason for delayed membership processing.
This form will not be accepted unless all Sections are completed, and the form is signed and dated. The use of “None”, N/A, or no response to answer these inquiries will render this form unacceptable.

<table>
<thead>
<tr>
<th>1. ORGANIZATIONAL AFFILIATIONS</th>
<th>Enter information as requested below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Report relevant business relationships (as an employee, owner, officer, director, consultant, etc.) <strong>within the last five years</strong>.</td>
<td></td>
</tr>
<tr>
<td>ASHRAE, INC</td>
<td></td>
</tr>
<tr>
<td>B. Report any <strong>relevant</strong> memberships or volunteer non-business relationships (e.g., professional organizations, trade associations, public interest or civic groups such as, ASHRAE, USGBC, AHRI, etc.) <strong>within the last five years</strong>.</td>
<td></td>
</tr>
<tr>
<td>ASHRAE, Girl Scouts, ASME, NFPA</td>
<td></td>
</tr>
<tr>
<td>C. Disclose any <strong>direct sources of funding</strong> for your time and/or expenses to participate in project committee activities, as well as the primary sources of your income for professional activities within the last five years which are related to the subject matter of the standard(s). <strong>If you currently pay for your own expenses, please enter ‘self funded’</strong>.</td>
<td></td>
</tr>
<tr>
<td>ASHRAE pays for me to attend ASHRAE meetings.</td>
<td></td>
</tr>
</tbody>
</table>

• **Example of answers on a Bias/Conflict of Interest Statement**
Form generated from member information provided in “My Profile” section on ASHRAE website

**IMPORTANT:**

- The “Date Bio Revised” must be within 12 months of SPLS meeting to be accepted
- Must be updated if contact information changes

Tip: Incomplete Bios are the most common reason for declined applicants.
Member Change of Status

• Existing member change of status recommendations are approved by SPLS for the following changes:
  • Interest category (e.g., due to job change)
  • PC position (e.g., vice chair, Subcommittee chair)
  • Voting status (e.g., NVM to PCVM)
  • Term extension

• Members must ensure that the following information is less than one year old:
  1. Bias/Conflict of Interest Statement
  2. ASHRAE Individual Bio

Tip: Advise ASHRAE staff early if you plan to recommend membership changes.
Organizational Membership Process

- PC Chair notifies MOS and SPLS Liaison of request to appoint an OM
- ASHRAE staff provides OM application form to organization executive
- Organization executive completes and submits application to ASHRAE
- Primary and alternate OMs also complete and submit PC member applications and bios to ASHRAE

APPLICATION FOR PROJECT COMMITTEE ORGANIZATIONAL MEMBERSHIP

<table>
<thead>
<tr>
<th>Committee No:</th>
<th>Committee Name</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Contact Name / Title</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Address</td>
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<tr>
<td></td>
<td></td>
<td>City</td>
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<td></td>
<td>Phone</td>
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<td></td>
<td></td>
<td>e-mail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Representative Name / Title</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>Phone</td>
</tr>
<tr>
<td></td>
<td>e-mail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternate Representative Name / Title</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>Phone</td>
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<td></td>
<td>e-mail</td>
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</tbody>
</table>

Please describe your organization's interest in this Project Committee:

Please submit this form with copies of the "Application for Project Committee Organizational Representative Membership" forms for each applicant listed above.
Submit completed forms to Standards.Secretary@ashrae.org; Tel. (678) 539-1143; Fax (678) 539-2143

PC Chairs Training: Membership & Balance
Membership Application Package

• Membership Package for each applicant is sent to PC Chair for review, including:
  • Application for PC Membership
  • ASHRAE Potential Bias/Conflict of Interest Statement
  • ASHRAE Biographical Report

• PC Chair reviews package and accepts or declines applicant and completes PC Chair’s Recommendation Form

• Important! The recommendation form must be received by ASHRAE by the published deadline or consideration will be withheld until the next SPLS meeting (see PC Chairs’ Meeting Deadlines)
PC Chair’s Recommendation Form

- Include new applicant and current member (change of status):
  - Name
  - PC position/assignment, (Vice Chair, Secretary, subcommittee assignment, etc.)
  - Voting status
  - Interest category
- Brief reason for declined applicants
- Documentation for Removal for Cause
- Current and proposed PC balance
- Notes – e.g., rationale for change of status, new interest category definitions if seeking SPLS approval, etc.

### NEW APPLICANTS

<table>
<thead>
<tr>
<th>Applicant's Name</th>
<th>Recommended Position</th>
<th>Voting Status</th>
<th>Interest Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Jones</td>
<td>PCVM</td>
<td>User</td>
<td></td>
</tr>
<tr>
<td>Thomas Jenkins</td>
<td>PCVM</td>
<td>General Interest</td>
<td></td>
</tr>
<tr>
<td>Mark Atkins</td>
<td>NVM</td>
<td>Producer</td>
<td></td>
</tr>
</tbody>
</table>

### DECLINATION OF APPLICANT

<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>Indicate Reason for Declination of Applicant (mandatory information)</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Ames</td>
<td>Works for same company as a current voting member</td>
</tr>
</tbody>
</table>

### CURRENT MEMBER CHANGES

<table>
<thead>
<tr>
<th>Member’s Name</th>
<th>Positions: (If applicable)</th>
<th>Voting Status</th>
<th>Interest Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marie Higgins*</td>
<td>Current PCVM</td>
<td>User</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommended PCVM</td>
<td>General Interest</td>
<td></td>
</tr>
<tr>
<td>Adam Worrall</td>
<td>Current Vice Chair NVM</td>
<td>Producer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommended Vice Chair PCVM</td>
<td>Producer</td>
<td></td>
</tr>
</tbody>
</table>

### REMOVAL OF MEMBER - Required field if removing established members

<table>
<thead>
<tr>
<th>Member’s Name</th>
<th>Removal for Cause: Attach documents and indicate reason for removal here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steven Hill</td>
<td>PCVM-General Interest Has not attended PC meetings in 18 months and unable to contact him for same timeframe.</td>
</tr>
</tbody>
</table>

### RESIGNATION OF MEMBER – Required field

<table>
<thead>
<tr>
<th>Member’s Name</th>
<th>Attach member’s written resignation – Enter date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Smith</td>
<td>Resigned effective June 1, 2011 – See attached email.</td>
</tr>
</tbody>
</table>

### PRESENT/PROPOSED BALANCE - MANDATORY field to be completed by PC Chair

<table>
<thead>
<tr>
<th>List of Interest Categories</th>
<th>Present Number of Voting Members for each Interest Category</th>
<th>Proposed Number of Voting Members for each Interest Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Producer</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>User</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>General Interest</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>8</td>
<td>10</td>
</tr>
</tbody>
</table>

### ADDITIONAL NOTES:

- Marie Higgins changed employers causing a change in interest category assignment.

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Further Reading: PC MOP 4.14.3

PC Chairs Training: Membership & Balance
Removal for Cause

• The PC Chair may recommend removal of a PC member from the roster for due cause, such as:
  • missing two consecutive PC meetings without prior approval from the PC Chair
  • failure to attend at least 50% of scheduled PC meetings within any twelve month period
  • failure to return at least 60% of the letter ballots within any twelve month period
• SPLS approves recommendations for removal

Tip: follow up with “lost” members before it gets to this point.
Member Resignation

• PC Chair may accept a PC member’s written resignation without additional approval
• PC member will not be removed from PC roster until Manager of Standards (MOS) receives copies of letter of resignation and Chair’s acknowledgement
SSPC/SGPC Chair’s Rec. Form

Same as for PC Recommendation Form, except for:

- Membership terms
- Subcommittee assignments
- OR designation (primary/alternate)
- OR company name

Tip: Reappointed members are listed in the Current Member Changes section if their term expired within the last 12 months.
Standing PCs

• Terms:
  • PCVMs have terms from 1 to 4 years
  • OMs have terms for 2 years or less
  • Non-policy level Standing PC Chair is appointed for no more than 4 full years
  • Policy-level Standing PC Chair is appointed for no more than 2 full years

Tip: Consider using 1 to 6 year terms for SPC’s that become SSPC’s to stagger terms

Tip: Terms may be renewed at the discretion of SPLS

Further Reading: PC MOP 4.13.2.4
Approval Process

- Project Committees:
  - SPLS approves new members and change of status for existing members
  - SPLS approves PC Vice Chair and Subcommittee Chair positions
  - SPLS approves OMs
  - StdC approves PC Chair

- Policy-level PCs:
  - SPLS recommends and StdC approves all membership positions

- International Organizational Liaisons:
  - PC Chair appoints following consultation with SPLS Liaison

- Consultants and subcommittee assignments:
  - PC Chair appoints and notifies MOS and SPLS Liaison
Important Things to Remember

• PC Chairs’ Meeting Deadlines! *The sooner the better*...
• The “one-year rule” for membership documents
• The PC membership process is different from the TC process – PCVMs and NVMs must be voted in
• A “Call for Members” can be announced in *ASHRAE Standards Actions* at any time – notify your SPLS Liaison or ASHRAE staff
• Standing PC Chairs – keep track of membership terms
• All membership forms are available on the ASHRAE website
• Use of interest categories other than Producer, User and General Interest must be approved in advance
Membership Process – New PCs

- New / Revision Project Approved
  - ASHRAE staff sends application forms and instructions to proposed members
  - ASHRAE staff issues a Call for Members in ASHRAE Standards Actions

- Interested parties complete bio on ASHRAE website, submit application and Bias forms to ASHRAE by deadline

- PC Chair reviews member application packages and accepts or declines applicants

- ASHRAE staff processes applications and sends to proposed Chair and SPLS Liaison for consideration

- SPLS Liaison reviews proposed PC Chair member application package

- PC Chair completes PC Chair Recommendation Form for new and declined members and sends back to ASHRAE staff

- SPLS Liaison completes PC Chair Recommendation Form to nominate proposed PC Chair and sends it back to ASHRAE staff

- ASHRAE staff reviews PC Chair Recommendation Forms for completeness and accuracy and sends membership package to approval bodies

- SPLS and/or StdC approve

- ASHRAE staff notifies approved and declined PC members of status

- Official PC work begins!
ASHRAE Membership Contacts

Staff Direct Line – 678.539+ext.

**Manager of Standards, ASHRAE StdC Liaison**
Stephanie Reiniche  ext. 1143
sreiniche@ashrae.org

**Standards Administrator, ASHRAE SPLS Liaison**
Susan LeBlanc  ext. 1175
sleblanc@ashrae.org

**Project Committee Membership**
Beverly Fulks  ext. 1151
bfulks@ashrae.org

**Project Committee Membership SSPC 90.1, 90.2 and 189.1**
Katrina Shingles  ext. 1159
kshingles@ashrae.org

**Project Committee Membership SSPC 34**
Angela McFarlin  ext. 1177
amcfarlin@ashrae.org
Questions?
Testing Your Knowledge

- How many members must be on a PC to conduct official business (e.g., pass a motion)?
- What are the three default interest categories required to achieve balance?
- What happens if membership application forms and/or PC Chair’s Recommendation Form are not received by the published deadline?
- True or false: An application for PC membership can be submitted with an electronic signature?
- True or false: A Bio or Bias/Conflict of Interest form can be over one year old for existing members being proposed for a change of status?
How did you do?

• If you knew the answers to all the questions
  • Congratulations! You have mastered the material

• If you were able to answer most of the questions (70-80%)
  • Please review the material you may have missed

• If you were unable to answer most of the questions (<70%)
  • Please review all the material
Thank you for attending!

Please submit any feedback that may be helpful to improving this material to:

sleblanc@ashrae.org