MINUTES

SOCIETY RULES COMMITTEE CONFERENCE CALL

July 19, 2012
10:00 AM - 12:00 PM EDT

Note: These draft minutes have not been approved and are not the official, approved record until approved by the Society Rules Committee.
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2 – 4  that ROB 2.416.002.1 Composition be approved as amended below:

2.416.002.1 Composition  02-01-13-19/04-06-27-08/05-06-26-16/09-06-21-13
This committee shall consist of the following:
A. 7-12 voting members, including one Vice President,
   1. one Director-at-Large,
   2. one Director and Regional Chair
   3. one member who is serving on the YEA Committee at the time of appointment
   4. one member in good standing, who may need not have Board of Directors experience
   5. at least 2 to other members of the Society who are serving or have served as Board members
B. 2 non-voting members
   1. the Executive Vice President
   2. one staff director

2.416.002.2 Qualifications
A. All voting members except the member who represents YEA must hold the grade of Member or higher in the Society.
B. All councils should be represented on the voting membership of the committee.
C. Representation from outside North America should be considered.
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<tr>
<td>1 - 1</td>
<td>SRC</td>
<td>When the official Members Council report is received, review additional changes made to RMCR Election Procedure.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2 - 1</td>
<td>Cofer</td>
<td>Send SRC the Members Council report on the RMCR Election Procedure</td>
<td>_________</td>
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<tr>
<td>3 - 2</td>
<td>Brandemuehl</td>
<td>Review wording in Members Council Membership and bring draft changes to SRC for review.</td>
<td>Ongoing</td>
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<tr>
<td>4 - 2</td>
<td>Graef</td>
<td>Recommend to councils and committees that Guidelines for Proposing ROB changes be placed in their reference manuals.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>5 - 3</td>
<td>Bushby</td>
<td>Revise the wording of the draft ROB on Electronic Meetings and send to SRC for review and vote.</td>
<td>_________</td>
</tr>
<tr>
<td>6 - 3</td>
<td>SRC</td>
<td>Review the changes to the Technology Council MOP and the Members Council MOP and prepare to vote by letter ballot on each MOP.</td>
<td>_________</td>
</tr>
<tr>
<td>7 - 3</td>
<td>Cofer</td>
<td>Send SRC a letter ballot on the Tech Council and Members Council MOPs.</td>
<td>_________</td>
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<tr>
<td>8 – 3</td>
<td>Bushby</td>
<td>Modify the wording on the policy on use of Guidelines on ASHRAE documents and send the revision and background to SRC for a letter ballot vote.</td>
<td>_________</td>
</tr>
<tr>
<td>9 – 3</td>
<td>Pettway</td>
<td>Send the modified wording and background on the use of Guidelines in ASHRAE documents to Mr. Balaras (Tech Council Chair) and Mr. Wentz (PubEd Council Chair) prior to sending it to the Board.</td>
<td>_________</td>
</tr>
<tr>
<td>10 – 3</td>
<td>Brandemuehl</td>
<td>Contact Publishing and Education Council about SRC’s recommendation that the MOP changes be considered at the annual MOP review.</td>
<td>_________</td>
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<tr>
<td>11 – 3</td>
<td>Culp/Billedeaux</td>
<td>Review the Publishing and Education Council MOP revisions and provide guidance to PEC on SRC’s suggested changes.</td>
<td>_________</td>
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<tr>
<td>12 – 3</td>
<td>Graef/Mescher</td>
<td>Review the PEAC MOP and make any changes and bring back to SRC for review.</td>
<td>_________</td>
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<tr>
<td>13 – 3</td>
<td>Graef</td>
<td>Send Mr. Mescher the MOP Guideline.</td>
<td>_________</td>
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<tr>
<td>14 - 4</td>
<td>Graef/SRC</td>
<td>Develop a training webinar for SRC members.</td>
<td>_________</td>
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<td>15 – 4</td>
<td>Graef</td>
<td>Defer notification of councils and committees about the Guidelines policy until it is determined if the BOD will approve modifying the Guidelines rule.</td>
<td>_________</td>
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<tr>
<td>16 – 4</td>
<td>Cofer</td>
<td>Send Mr. Giesler the BOD motions made in San Antonio regarding DRC changes.</td>
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<td>No. – Pg.</td>
<td>Responsibility</td>
<td>Summary</td>
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<tr>
<td>17 – 4</td>
<td>Pettway</td>
<td>Ask Planning Committee to copy Mr. Giesler on any discussions regarding the changing role of DRCs.</td>
<td>_______</td>
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<tr>
<td>18 – 4</td>
<td>Neme</td>
<td>Change the due date for MBO#2 to June, 2013.</td>
<td>_______</td>
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<tr>
<td>19 – 5</td>
<td>Graef</td>
<td>Send the revised SRC Assignments to SRC members.</td>
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MINUTES

SOCIETY RULES COMMITTEE CONFERENCE CALL
Thursday, July 19, 2012
10:00 AM – 12:00 PM EDT

MEMBERS PRESENT:  Patricia T. Graef, Chair
Steven T. Bushby, Vice Chair
Michael J. Brandemuehl
Arthur L. Giesler
Kirk Mescher
Daniel C. Pettway, CO

MEMBERS ABSENT:  Charles H. Culp III

COUNCIL LIAISONS PRESENT:  Donald M. Brundage, Tech Council
Bruce Billeddeaux, PubEd Council

STAFF PRESENT:  Gloria F. Cofer
Claire I. Neme

CALL TO ORDER

Chair Graef called the meeting to order at 10:09 am on Thursday, July 19, 2012. Members, guests and staff attended as listed above. A quorum was present.

REVIEW OF AGENDA

Ms. Graef asked if there were changes to the agenda as presented. There being none, the agenda was approved.

APPROVAL OF MINUTES

Mrs. Graef called for approval of the June 26, 2012 SRC minutes as revised on July 18, 2012. Mr. Bushby made the motion and it was seconded

(1)  that the minutes of the June 26, 2012 Society Rules Committee meeting be approved as amended.

MOTION 1 PASSED  (4-0-0-CNV)

REVIEW OF ACTION ITEMS

2 - 2  SRC – Ongoing – When the official Members Council report is received, review additional changes made to RMCR Election Procedure. Ms. Cofer was asked to send SRC this report.
3 – 2 Brandemuehl – Ongoing – Review Members Council Membership wording and send draft changes to SRC for review.

4 – 3 Graef – Ongoing – Recommend to councils and committees that Guidelines for Proposing ROB changes be placed in reference manuals.

UNFINISHED BUSINESS

ASHRAE Electronic Meetings

Mr. Bushby suggested two possible locations in the ROB for proposed wording on ASHRAE Electronic Meetings:

1) in ROB section 2.104, or
2) add as subsection 2.104.022

Mr. Bushby suggested the rule would apply to councils and standing committees; however he suggested the council should decide this issue.

Electronic meetings must meet the criteria that if a presentation is given during the meeting, it must be able to be seen by all members who are attending the meeting.

After further discussion, additional changes were made to the recommended wording, as shown below in track changes:

2.104.002 Council and Committee Meetings


Unless otherwise stipulated, standing bodies are expected to meet at the Winter and Annual meetings. Meetings beyond those authorized may be called by the chairman with the approval of the Society President or Coordinating Officer. Standing committees and special committees normally have their final meeting for the administrative year at the Annual Meeting.

2.104.002.2 Electronic Meetings (alternatively this could be a new 2.104.022)

Councils and committees may conduct business. Society business may be conducted using electronic meetings, where one or more members participate using electronic means such as a telephone, video conference, or webinar, subject to the following:

A. All members shall have access to participate in the meeting either in person or through selection of an electronic medium that is readily available. Access to participate includes consideration of time zone differences.

B. All individuals. A member must be able to simultaneously hear discussion and be provided an opportunity to see presentations, if any, in order to be considered a participant in the meeting.

C. All individuals. A member must be able to speak and present information to other participants in order to be considered a participant in the meeting.

D. Advance notice of meeting arrangements, agenda, and discussion materials shall be provided to electronic participants in the same manner as those participating in person.

Individuals attending a meeting electronically in a manner that meets these requirements are considered present for quorum and voting purposes.
After further discussion about optional locations for this wording, it was agreed to place it as subsection ROB 2.104.022.

Mr. Bushby agreed to rewrite the proposed wording and send to SRC for review and vote by letter ballot.

**CONSENT AGENDA ITEMS**

**Members Council MOP and Technology Council MOP**

Mrs. Graef reported she and Mr. Brandemuehl worked with Members Council on their MOP. The Technology Council MOP was reviewed and some editorial changes were made. SRC agreed to review both the Members Council and Technology Council MOPs. Ms. Cofer was asked to send SRC a letter ballot to vote on the two MOPs.

**NEW BUSINESS**

“Guidelines Policy” – Location in the ROB

Mr. Pettway reported a ROB was approved by the BOD on use of “Guidelines” on titles of ASHRAE documents. He expressed concern that the rule may be burdensome to implement and suggested SRC revise the wording and send it back to the Board. Mr. Bushby suggested a disclaimer be placed on documents that are not official “ASHRAE Guidelines” (ASHRAE documents that have gone through the consensus process).

Mr. Comstock pointed out an example of a thermal guideline used by the industry for design is not an ASHRAE guideline, so it would be difficult to change the term “guideline”. Mr. Brandemuehl also stated it would be burdensome to add a disclaimer to all document titles that use “guidelines” but are not ASHRAE guidelines. After some discussion, it was agreed that Mr. Bushby would send SRC modified wording and background on the policy. After SRC reviews and approves the modified wording, it will be sent to the Board with a recommendation that it be approved. Mr. Pettway indicated he would also send SRC’s revised wording to Mr. Wentz (PubEd Council) and Mr. Balaras (Technology Council) so their councils can review it prior to sending it to the Board.

**Publishing and Education Council MOP (Attachment A)**

Mr. Brandemuehl pointed out there were two versions of the Publishing and Education (PEC) MOP attached to the agenda, one with track changes and one with untracked changes approved by Publishing and Education Council. It was agreed that the version with track changes would be addressed as shown in Attachment A. The SRC consensus was that MOP changes be addressed at the next annual PEC MOP review. Mr. Culp and Mr. Billedeaux will review the MOP and provide guidance to PEC on SRC’s suggested changes.

**President-Elect Advisory Committee MOP**

Mrs. Graef asked Mr. Mescher to work with her on reviewing the revised PEAC MOP. She agreed to send Mr. Mescher the MOP Guideline.

**Planning Committee Membership – ROB Amendments**

Mrs. Graef explained the amendments to the Planning committee ROB that the BOD approved, as follows:
2.416.002.1 Composition  02-01-13-19/04-06-27-08/05-06-26-16/09-06-21-13
This committee shall consist of the following:
A. 7-12 voting members, including one Vice President,
   1. one Director-at-Large,
   2. one Director and Regional Chair
   3. one member who is serving on the YEA Committee at the time of appointment
   4. one member in good standing who may need not have Board of Directors experience
   5. at least 2 to other members of the Society who are serving or have served as Board members
B. 2 non-voting members
   1. the Executive Vice President
   2. One staff director

2.416.002.2 Qualifications
A. All voting members except the member who represents YEA must hold the grade of Member or higher in the Society.
B. All councils should be represented on the voting membership of the committee.
C. Representation from outside North America should be considered.

Mr. Giesler suggested an additional editorial change be made to the tracked wording of 2.416.002.1 Composition, section A.4. Mr. Giesler made the motion and it was seconded
(2) that ROB 2.416.002.1 Composition be approved as amended and as shown below:

2.416.002.1 Composition  02-01-13-19/04-06-27-08/05-06-26-16/09-06-21-13
This committee shall consist of the following:
A. 7-12 voting members, including one Vice President,
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   5. at least 2 to other members of the Society who are serving or have served as Board members
B. 2 non-voting members
   1. the Executive Vice President
   2. One staff director

2.416.002.2 Qualifications
A. All voting members except the member who represents YEA must hold the grade of Member or higher in the Society.
B. All councils should be represented on the voting membership of the committee.
C. Representation from outside North America should be considered.

MOTION 2 PASSED (4-0-0-CNV)

Training for SRC Members

Mrs. Graef indicated she will ask Mr. Sherman to assist her in developing a training webinar for SRC members. When work on the webinar begins, each SRC member will have an assignment to assist in the training.

"Guidelines Policy" – Notification of Councils and Committees

Since it was determined that SRC will need to clarify how to define an ASHRAE Guideline, notification of councils and committees regarding title changes for use of guidelines was postponed until the Board makes a decision about the guidelines policy.
ROB 3.400 MOP for Officers and Directors

Mr. Giesler presented the following issues for SRC to discuss regarding ROB 3.400:

1) Should officers and directors have a reference manual?
2) If so, who has responsibility to update the manual?
3) Do DALs and DRCs have any responsibility for updating the manual?
4) Does each region do its own regional plan or does Society have one for them to follow?

As a result of the changes regarding DRCs, there will be many MOP changes needed to be made. Ms. Cofer was asked to send Mr. Giesler BOD motions made in San Antonio on this issue.

Mr. Pettway added that Planning Committee is currently discussing this issue. Mr. Giesler asked that SRC be included in emails regarding PLC’s discussion regarding ROB 3.400. Mr. Pettway added that the DRC/DAL issue will be discussed by the Board in October. Mr. Giesler will proceed with this revision.

2012-2013 Revised Committee MBOs (Attachment B)

Ms. Graef asked that the due date for MBO#2 be changed to June, 2013. Staff agreed to make this change.

SRC Assignments

Mrs. Graef discussed draft assignments that were developed for SRC members. After some discussion, Mrs. Graef indicated the assignments will be revised and sent to SRC members.

NEXT MEETING

Mrs. Graef indicated that a Doodle poll would be sent to schedule the next SRC conference call.

ADJOURNMENT

The meeting adjourned at 12:25 pm.

Respectfully submitted,

Gloria F. Cofer, Secretary

cc: Board of Directors
    Staff Directors

Attachment: A. Publishing and Education Council MOP
            B. 2012-2013 Revised Committee MBOs
PUBLISHING and EDUCATION COUNCIL

MANUAL OF PROCEDURES

Approved by Publishing and Education Council June 26, 2012
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TABLE OF ACRONYMS

BOD  Board of Directors  
DAL  Director-at-Large  
ExCom  Executive Committee  
ExO  Ex Officio  
HVAC&R  Heating, Ventilating, Air-conditioning and Refrigerating  
MOP  Manual of Procedures  
PEC  Publishing and Education Council  
ROB  Rule of Board
1. INTRODUCTION

1.1. The Manual of Procedures (MOP) is an internal document of the Publishing and Education Council (PEC). It is subject to change from time to time as needed due to changes in the Society but requires only Council and Society Rules Committee approval.

1.2. The MOP provides a description of some, but not all, of the duties and responsibilities of the Council Members, Chair, Vice Chair, and Directors at Large (DALs).

2. GENERAL RESPONSIBILITIES OF THE COUNCIL

2.1. Refer the following types of action to the Board for action:

2.1.1. Approval of policy statements;

2.1.2. Change fiscal limits;

2.1.3. Change existing ASHRAE policy;

2.2. Act as a communications link between the Board of Directors (BOD) and committees.

2.2.1. BOD to Council
   • The Council Chair designates one or more Directors to work with staff to distribute key BOD actions to Council members immediately following preparation of the Board minutes.
   • Communicating BOD actions to standing committees remains the responsibility of the BOD ExO.

2.2.2. Council to BOD
   • The Council will report in writing to the BOD all principal motions immediately after each Council meeting. At the Winter and Annual Meetings the written reports shall be distributed to the BOD the day prior to BOD consideration.
   • Council reports and actions shall include summary support information provided to it by its standing committees.
   • Council agendas shall be distributed to all BOD members.

2.2.3. Committees to BOD
   • Society Bylaws requires all committees to report their activities to the BOD prior to each annual and winter meeting of the Society. This reporting shall be titled to include the council to which it reports, and distribution shall be made to council members.
2.2.4. Committees to Council
   - Annual and Winter report to the BOD shall be distributed to members of the Council.
   - Reports at regular Council meetings shall be in writing, and include all principle motions requiring Council action, and supporting information.
   - Minutes of each standing committee shall be distributed to all members of the Council.

2.2.5. Council to Council
   - Actions of the Council for which parallel or supporting action is required by another Council shall be communicated in writing to the Council chair for inclusion in the meeting agenda at the appropriate time. Where an oral presentation would be necessary, the Council chair will arrange for an appearance of a member of the Council wishing to report.
   - Minutes of all council meetings shall be sent to council chairs and vice chairs.

3. APPOINTMENT OF SUBCOMMITTEES

3.1. The Chair shall establish subcommittees, as he/she deems appropriate, and make appointments from the Council members. Such subcommittees can be standing or ad hoc at the discretion of the Chair.

3.2. Responsibilities of subcommittees shall be delineated by the Chair at the time of establishment.

3.3. If a subcommittee is established as a standing subcommittee, that subcommittee chair shall recommend appropriate responsibilities to the Council for inclusion in Item 4 of the Council MOP.

4. RESPONSIBILITIES OF COUNCIL SUBCOMMITTEES

4.1. Fiscal Planning Subcommittee

4.1.1. The subcommittee shall consist of:
   - One Council voting member designated as subcommittee chair by the Council chair
   - Chairs of committees and subcommittees reporting to Council
   - Two (2) voting members designated by the Council chair in addition to the chair of the subcommittee

4.1.2. The subcommittee shall assist the Director of Communications & Publications in strategic planning, review and coordination of marketing activities.

4.1.3. The subcommittee shall assist the Director of Communications & Publications in preparation of the budget and four-year plan. The subcommittee shall evaluate budgets to determine compatibility with the aims and policies of the council and Society.
4.2. Functional Planning Subcommittee

4.2.1. The subcommittee shall consist of members designated by the Council chair.

4.2.2. The subcommittee shall continually review the operation of the council and shall prepare for submission to the council any suggested revisions or additions to the council's ROBs and MOP and standing committee's MOP.

4.2.3. Review the status of all strategic plan objectives assigned to the council and recommend action.

4.2.4. Review and recommend actions on motions from subcommittees and committees reporting to the Council.

4.3. Journal Advertising Sales Subcommittee

4.3.1. The subcommittee shall consist of:
   - Council Chair
   - Fiscal Planning & Functional Planning Subcommittee Chairs
   - Publications Committee Chair
   - Chief Staff Officer
   - Publisher/Director of Publications & Education

4.3.2. The subcommittee shall review the advertising sales program and make recommendations for advertising policy development.

4.3.3. The subcommittee shall annually recommend a ratio of advertising pages to total pages in ASHRAE Journal.

4.3.4. The subcommittee shall annually recommend the rates for advertising in ASHRAE Journal.

4.4 eLearning Subcommittee

4.4.1. The subcommittee shall consist of:
   - Council Chair
   - Council Vice Chair
   - Professional Development Committee Chair
   - Publications Chair
   - DAL appointed by Council Chair
   - Consultants appointed by chair as needed.

4.4.2. The subcommittee provides oversight of the Society's with vendors for eLearning products and services.

4.5 Research Journal Subcommittee

4.5.1. The subcommittee consists of the following individuals:
- Publishing and Education Council chair
- Publishing and Education Council vice chair
- Two ASHRAE Fellows
- HVAC&R Research editor (ex-officio member)
- Publications and Education Director (staff liaison)

4.5.1.1 The Publishing and Education Council chair shall serve as chair of the subcommittee.

4.5.1.2 The two ASHRAE Fellows serving on the subcommittee shall be appointed by the chair of PEC, serving staggered two-year terms. They shall be selected based upon having achieved prominence in the field or as researchers in the sciences of HVAC&R and shall have extensive lists of published research works to their credit. The Publications and Education director shall prepare annually a list of candidates meeting the qualifications for appointment.

4.5.2 The subcommittee has the following responsibilities:
- Appoint the editor acting upon recommendations and suggestions made by the Publications and Education director.
- Confirm the recommendations of the editor for persons to serve as associate editors.
- Recommend approval of the annual budget and four-year plan.
- To solicit nominees for the ASHRAE HVAC&R Research Best Paper Award, to determine the most outstanding paper published in the volume year of HVAC&R preceding the ASHRAE winter Conference and to forward the name of the recommended award recipient to the Honors and Awards Committee at the Winter Meeting for awarding at the Annual Meeting.

5. RESPONSIBILITIES OF THE CHAIR

5.1. Preside over meetings of the PEC.

5.2. Prepare meeting agendas, check meeting minutes, and prepare or approve designated reports to the BOD.

5.3. Establish standing and special ad hoc subcommittees as may be required and assign a chair and members.

5.4. Delineate responsibilities and duties of the subcommittees established.

5.5. Serve as the conduit between the Council and the BOD, bringing issues of the BOD to the Council for action and Council issues requiring BOD action forward.

5.6. The Chair shall appoint a liaison to the Society Rules Committee. The chair of the PEC Functional Planning Subcommittee is normally appointed as the Council liaison to the Society Rules Committee.
6. RESPONSIBILITIES OF THE VICE CHAIR

6.1. Preside over Council meetings in the absence of the Chair, and assist the Chair with preparation of the agenda and supporting documentation.

6.2. Perform such other duties as may be assigned by the Chair.

7. RESPONSIBILITIES OF THE DALs

7.1. Each DAL will be a member of one of the Council standing subcommittees.

7.2. In the case of absence by the Chair and the Vice Chair, preside over the meeting of the Council.

7.3. The DAL is an advisor to, and an advocate for, the committees to which he/she has been assigned by the president-elect.

7.3.1. Serves as ex-Officio (EX-O) member (non-voting) of the committee, its subcommittees and its Excom.

7.3.2. Is invited to attend and participate in all committee, subcommittee and ExCom meetings. Attendance may be counted towards quorum requirements.

7.3.3. Moves committee motions to council, and acts as an advocate for the committee in all relevant discussions.

7.3.4. Assists committee in preparation of written motions. (Do they include answers to: Who, what, when, why and how much. Has the fiscal impact been budgeted by ASHRAE, and if so, in which fiscal year?)

7.3.5. Communicates committee plans to other DAL's to allow for inter-committee contribution and cooperation.

7.3.6. Conveys presidential goals to the committees.

7.3.7. Assists committee in preparation of "objectives" to satisfy committee scope, presidential goals and strategic plans.

7.3.8. Assists committee and staff liaison in the process of monitoring progress toward timely completion of objectives.

7.3.9. Assists committee in the ongoing review of operational guide, manual of procedures, relevant ROB and Strategic Plan objectives.

7.3.10. Suggests changes in assigned scope, function and personnel.

7.3.11. Receives copies of all committee correspondence, including invitations to all committee meetings.
7.3.12. Interprets Board and council actions to the committee.

7.4. Attends BOD meetings; acts as an advocate for committees to which he/she is Ex-O, in all relevant discussions.

8. RESPONSIBILITIES OF VOTING MEMBERS

8.1. Fully participate in all assigned subcommittees and complete assignments by the designated time.

9. RESPONSIBILITIES OF NON-VOTING MEMBERS

9.1 Each committee chair represents committee on the Council without vote. The chair reports actions and recommendations of the committee and seeks approval. Each committee chair is responsible for conveying to the committee those actions of the Council which may have an impact on the committee's activities.

9.2 Each committee vice-chair shall be non-voting members of the council.

10. RESPONSIBILITIES OF DIRECTOR OF COMMUNICATIONS & PUBLICATIONS

10.1. The Director of Communications & Publications serves as secretary to the council. The Director also advises the council on publishing matters and coordinates the activities of others assigned by the chief staff officer to support the operations of the council.

10.2. Prepare and submit to the council for approval an annual budget covering all publishing activities of the council.

10.3. Implement and administer on behalf of the council practices which fulfill the Society's publishing responsibilities, such as copyright protection, reprint permission, translation rights, etc.

11. RESPONSIBILITIES OF ALL COUNCIL MEMBERS

11.1. Review each issue of ASHRAE Journal. The Journal editor will provide a form each month that outlines the review material needed.

12. FISCAL PLANNING

12.1. Reports from Non-Publishing Council Committees

12.1.1. Committees not represented on the council who require publication of material shall submit each year, prior to the Fall meeting of the council, a report covering their plans for the following fiscal year. The Director of Communications and Publications shall notify all Society standing general committees of their need to submit such a report with sufficient time that the information is available to be incorporated in the PEC budget under preparation.
12.2. Preparation of Budget and Four Year Plan

12.2.1. The Director of Communications & Publications prepares, with the assistance of the Marketing and Fiscal Planning Subcommittee, a proposed budget for the following year and a four-year plan. This tentative budget is forwarded by the Director of Finance to the Finance Committee. The Finance Committee includes the PEC budget, as approved or modified, in the overall budget submitted to the ExCom of the BOD.

12.2.2. The new budget and four-year plan, as approved by ExCom, are transmitted by the Director of Finance to the PEC and the Director of Communications & Publications for review and discussion at the winter meeting.

12.2.3. The PEC budget as approved or modified is incorporated by the Director of Finance in the overall budget for action by the Finance Committee prior to its submission by the Finance Committee to the BOD at the annual meeting for approval.

12.2.4. The council is supplied by the Director of Communications & Publications with monthly fiscal reports covering all publications. It is the duty of council members to review these reports and act on recommended changes, if needed, to keep publications within budget.

13. MOTIONS

13.1. Motions not involving Society policy or fiscal matters outside the council fiscal plan can be approved by a majority of the voting members in accordance with the quorum requirements outlined in the ROB.

13.2. Motions involving Society policy or fiscal matters outside the council fiscal plan can be approved by a majority of the voting members in accordance with the quorum requirements outlined in the ROB but must be submitted to the BOD for final approval.

14. MEETINGS

14.1. Meetings shall be called by the Chair in accordance with the ROB for the council.

14.2. Incoming members of the council shall be invited and strongly encouraged to attend the meeting of the council immediately preceding their term of office. When requested, they will be reimbursed for transportation costs in accordance with the approved travel reimbursement policy.

14.3. Conduct of meetings shall be governed by the current edition of Roberts Rules of Order.

14.4. Subcommittees of the council shall meet separately at least twice a year at the call of their chairs.

14.5. Council Agenda
14.5.1. The secretary of the council shall prepare under the direction of the chair an agenda including, but not limited to, the following items: call to order; approval of minutes; list of action items assigned by the chair at previous meeting; Committee reports and recommendations; subcommittee reports; old business; and new business.

14.5.2. Any member of the council desiring that a subject be placed on the agenda for discussion shall notify the chair not less than thirty (30) days before such a meeting.

14.5.3. A preliminary agenda shall be circulated to council members by the secretary of the council so as to be in their possession not less that five (5) working days prior to the meeting. The chair may modify the items at any time prior to or during the meeting.
Appendix A Guidelines for Publication & Distribution of ASHRAE Position Documents

1. Labor for the editing and publication preparation for Position Documents shall be assigned to Publications and Education Department with that cost assigned to Publishing and Education Council. Costs associated with the printing of Position Documents shall be charged to Public Relations.

2. Single printed copies of Position Documents shall be made available to members on request at no cost. The main inventory will be maintained by the Public Relations Section, but other sections may maintain small inventories to meet their needs. Any staff member may respond to requests. (Note: Initial distribution to cognizant TCs and other Society committees and interested others will be made by the assistant to the Board upon Position Document publication.) Staff directors should advise the assistant to the Board regarding distribution internal to Society.

3. Requests for bulk quantities of Position Documents will be judged on a case-by-case basis by the Publications and Education. Typically, there will be no charge for a reasonable number of multiple copies when they are for distribution at an ASHRAE function or at a function or for a purpose which supports ASHRAE activities.

4. When fees are assessed for either bulk distribution or non-member distribution pricing will be on a cost recovery basis.

5. Income from Position Document sales shall be credited to Publishing and Education Council and sales will be administered through normal publication sales channels.

6. At ASHRAE meetings, Position Documents will be displayed at the ASHRAE publications sales area. Attendees will be mailed single copies at no charge upon request.
**COMMITTEE OBJECTIVES**  
Society Year:  2012-2013  
Society Rules Committee  
Patricia T. Graef, Chair

**June 26, 2012**

<table>
<thead>
<tr>
<th>Objective</th>
<th>Planned Completion Date</th>
<th>Fiscal Impact</th>
<th>Responsibility</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Streamline MOP Approval Process</td>
<td>December, 2012</td>
<td>None</td>
<td>Bushby</td>
<td>______</td>
</tr>
<tr>
<td>2. Officers and Directors MOP Review</td>
<td>June, 2013</td>
<td>None</td>
<td>Giesler</td>
<td>______</td>
</tr>
<tr>
<td>3. Review Volume 4 of ROBs</td>
<td>June, 2013</td>
<td>None</td>
<td>Mescher</td>
<td>______</td>
</tr>
<tr>
<td>4. Training Program</td>
<td>October, 2012</td>
<td>None</td>
<td>Graef/Brandemuehl</td>
<td>______</td>
</tr>
<tr>
<td>5. SRC Image Enhancement</td>
<td>June, 2013</td>
<td>None</td>
<td>Brandemuehl/Culp</td>
<td>______</td>
</tr>
</tbody>
</table>

- List objectives, not action items or ongoing committee activities such as updating the committee’s MOP.
- State objectives in clear, concise, measurable language. If necessary, cite sub-tasks and interim steps as a means of measuring objective completion.
- Cite both the completion date for the overall objective as well as individual sub-tasks.
- State fiscal impact in dollars, person-hours, or person-trips. State whether the program has been approved by the council and whether its cost has been included in the budget.
- State the primary responsible individual, subcommittee, or other body.
- Report a brief but complete statement of status. Cite completion date if objective is completed

Revised 2012-07-16