



**MINUTES**

**BOARD OF DIRECTORS MEETING**

**LAS VEGAS, NV**

**Wednesday, February 4, 2026**

**Note: These draft minutes have not been approved and are not the official record until approved by the Board of Directors.**

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Wednesday, February 4, 2026

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## PRINCIPAL APPROVED MOTIONS

Board of Directors Meeting  
Wednesday, February 4, 2026

No. - Pg.	Motion
1 - 4	Members Council recommends to the Board of Directors to approve funding for the Chapter Leadership Academy be included in the Society's 2026-27 and that this funding be allocated on an ongoing basis to support the development, implementation, and sustainability of the program as a critical resource for advancing the Society's mission and fostering leadership at the chapter level.
3 - 7	Members Council recommends to the Board of Directors that effective July 1, 2026, transportation costs for Chapter Treasurers to attend the Finance Workshop at their region's CRC be covered by Society.
4 - 8	Members Council recommends to the Board of Directors to approve an increase to the Distinguished Lecturer budget by \$40,000, effective July 1, 2026.
5 – 8	Members Council recommends to the Board of Directors a one-time expenditure from the General Reserves to hire a consultant with Canadian expertise to advise all Canadian Chapters on incorporating as a registered not-for-profit with regards to structure, liability for executive and tax implications so that work may begin on July 1, 2026.
6 - 9	MOTION 5 be amended as shown below: Members Council recommends to the Board of Directors a one-time expenditure from the <del>Future Fund</del> <u>General Reserves</u> to hire a consultant with Canadian expertise to advise all Canadian Chapters on incorporating as a registered not-for-profit with regards to structure, liability for executive and tax implications so that work may begin on July 1, 2026.
7 - 10	Members Council recommends to the Board of Directors that effective July 1, 2026, all Chapters be given the option, with approval from that Region's DRC, to have their Chapter Dues (when collected by Society via the online join and renewal forms) be mandatory for all ASHRAE members selecting a Chapter in their Region from the dropdown menu.
8 - 11	That MOTION 7 be amended as shown below: Members Council recommends to the Board of Directors that effective July 1, 2026, Chapters in Regions IV, IX, and X be given the option, <u>with approval from that Region's DRC,</u> to have their Chapter Dues (when collected by Society via the online join and renewal forms) be mandatory for all ASHRAE members selecting a Chapter in their Region from the dropdown menu, <u>including Life Members.</u>
9 - 11	That MOTION 7 be amended as shown below: Members Council recommends to the Board of Directors that effective July 1, 2026, <u>all</u> Chapters <del>in Regions IV, IX, and X</del> be given the option, <u>with approval from that Region's DRC,</u> to have their Chapter Dues (when collected by Society via the online join and renewal forms) be mandatory for all ASHRAE members selecting a Chapter in their Region from the dropdown menu, <u>including Life Members.</u>
10 - 12	Technology Council recommends to the Board of Directors that Procedures for ASHRAE

	Standards Actions (PASA), Section 2 Scope, Section 4.1 Responsibility, Section 4.2.2.4 Standards Reaffirmation Subcommittee, Section 7.3, Maintenance of Standards and Guidelines, New Section 7.3.1 Stabilized Maintenance, Section 7.4.7, Consideration of Standards and Proposals, Section 7.4.8, Records, Section 7.8.1, Project Discontinuation Due to Lack of Membership, Annex A: Definitions, Annex B8.2, be approved as shown in ATTACHMENT A.
11 - 13	Technology Council recommends the Board of Directors approve the revision of the <i>Refrigerants and their Responsible Use</i> Position Document (PD) as shown in ATTACHMENT B.
13 - 13	The following motions be considered as a consent agenda: <ul style="list-style-type: none"> <li>➤ Technology Council recommends to the Board of Directors that a revision to the <i>Indoor Air Quality</i> PD be initiated.</li> <li>➤ Technology Council recommends to the Board of Directors that a revision to the <i>Environmental Tobacco Smoke</i> PD be initiated.</li> <li>➤ Technology Council recommends to the Board of Directors that a revision to the <i>Building Decarbonization</i> PD be initiated.</li> </ul>
14 - 14	The Executive Committee recommends that the Board of Directors approve the proposed Rules of the BOD for the Center of Excellence for Indoor Environmental Quality (CE IEQ) as shown in ATTACHMENT D.
15 - 14	The Executive Committee recommends that the Board of Directors approve the proposed revisions to the ASHRAE Code of Ethics Enforcement procedure as shown in ATTACHMENT E.
16 - 15	The Society Rules Committee recommends to the Board of Directors that edits to the Board of Directors MOP be approved as presented in ATTACHMENT F.
17 – 15	The Society Rules Committee recommends to the Board of Directors that ROB Section 2.416 Planning Committee be revised as shown in ATTACHMENT G.
18 - 15	MOTION 17 be amended as shown below (noted in blue): <u>2.416.002.1 Composition</u> (02-01-13-19/04-06-27-08/05-06-26-16/09-06-21-13/12-06-24-12/ 20-02-02-02/ 20-06-23-04)  The members of this committee are as follows:  A. <del>Between ten (10) and twelve</del> (12) voting members, including a chair and vice chair  <del>a. During the three-year strategic planning cycle, two years for strategic plan development and one year following the launch of the strategic plan, it is recommended that the membership of Planning be near the maximum allowed.</del>  B. In addition to the chair and vice chair, voting members shall include <ol style="list-style-type: none"> <li>1. <u>At least</u> one (1) Director-at-Large,</li> <li>2. <u>At least</u> one (1) Director and Regional Chair,</li> <li>3. <del>o</del><u>One</u> (1) member who is serving on the YEA Committee at the time of appointment, and</li> </ol>

	<p>4. <u>At least</u> two (2) members in good standing who have not served on the Board of Directors,</p> <p>5. <u>At least</u> three (3) <del>to five (5)</del> additional members of the Society who are serving or have served as Board members.</p> <p>6. <u>At least one voting member from each of the three (3) councils.</u></p> <p><del>5.6. All councils should be represented on the voting membership of the committee.</del></p>
19 - 16	The Society Rules Committee recommends to the Board of Directors that ROB Section 2.105.001 Standing Bodies be revised as shown in ATTACHMENT H.
20 - 16	The Society Rules Committee recommends to the Board of Directors that ROB Section 1.201.040 Whistleblower Policy be revised as shown in ATTACHMENT I.
21 – 20	The Board of Directors authorizes draws \$75,000 USD from General Reserves for the ASHRAE international BOD meeting in Brasilia, Brazil in SY 2026-27.

**ACTION ITEMS**

Board of Directors Meeting  
Wednesday, February 4, 2026

No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 – 7	Staff	<p>Send defeated motion to CEC for additional feedback and recommendation:</p> <p>Members Council recommends to the Board of Directors that ASHRAE amend <i>Rules of the Board Section 2.104.015.1 – Meeting Registration Fees</i> by adding a new Section C as follows:</p> <p><u>C. TC/PC/SC Members Meetings Only: Technical Committee (TC), Project Committee (PC) and Standing Committee (SC) members shall be eligible to receive complimentary “Committee Meetings Only” registration for Annual and Winter Conferences. This registration includes access to committee meetings, Board of Directors meetings, Plenary Session, Members Lounge, and conference WiFi/power. Access to the technical program is not included but may be purchased at the published Member rate.</u></p>		



## MINUTES

### BOARD OF DIRECTORS MEETING

Wednesday, February 4, 2026

#### **MEMBERS PRESENT:**

Bill McQuade, President  
Sarah Maston, President-Elect  
Ashish Rakheja, Treasurer  
Devin Abellon, Vice President  
Ken Fulk, Vice President  
Trent Hunt, Vice President  
Andres Sepulveda, Vice President  
Jeff Littleton, Secretary  
Charles Bertuch, Region I DRC  
Genevieve Lussier, Region II DRC  
Sherry Abbott-Adkins, Region III DRC  
Heather Platt Gulledge, Region IV DRC  
Julia Timberman, Region V DRC  
Maggie Moninski, Region VI DRC  
Scott Peach, Region VII DRC\*  
Joe Sanders, Region VIII DRC

Jonathan Smith, Region IX DRC  
Buzz Wright, Region X DRC  
Rob Craddock, Region XI DRC\*  
Jason Alphonso, Region XII DRC  
Ching Loon Ong, Region XIII DRC  
Mahroo Eftekhari, Region XIV DRC  
Pankaj Dharkar, Region XV DRC  
Bassel Anbari, RAL DRC  
Carrie Brown, DAL  
Doug Cochrane, DAL  
Steve Kujak, DAL  
Pat Marks, DAL  
Dan Nall, DAL  
Mike Pouchak, DAL  
Martin Dieryckx, DAL  
David Yashar, DAL

#### **GUESTS PRESENT:**

Tiffany Hutcheson  
Alexander Larson  
Spencer Morasch

Steve Rosenstock  
Wade Conlan\*

#### **STAFF PRESENT:**

Candace Denton, Sr. Manager - Board Services  
Chandrias Jolly, Manager - Board Services  
Vanita Gupta, Director – Marketing  
Lizzy Seymour – Director – Member Services  
Mark Owen, Director - Publications & Education  
Kirstin Pilot, Director - Development  
Stephanie Reiniche, Director - Technology  
Alice Yates, Director - Government Affairs  
Craig Wright, Director of Finance

.Daniel Gurley – Sr. Manager - Membership\*  
Rhiannon Masterson – Manager – Chapter Programs\*

\*Indicates Virtual Attendee

**CALL TO ORDER**

The meeting was called to order at 2:00 pm.

**VALUE STATEMENT**

Mr. McQuade read the value statement and advised that the full code of ethics, core values and diversity statements were available online.

**ROLL CALL/INTRODUCTIONS**

Members, guests, and staff introduced themselves and were in attendance as noted above.

**REVIEW OF MEETING AGENDA**

Mr. McQuade reviewed the meeting agenda. It was requested that 'Conference Strategies' be discussed before the 'Future of ASHRAE Conferences Ad Hoc Report.' There was no objection to the request to reorder agenda items.

**2026 WINTER CONFERENCE REPORT**

Mr. Littleton reported that the 2026 Winter Conference was an amazing event. He asked staff directors to provide updates on their respective sections. A summary of those updates are below:

**Ms. Seymour – Member Services:** This was the largest Winter Conference of all time with 3,835 attendees (3,010 in-person, 85 virtual on demand, 630 TC/PC Only).

\$134,362 in on site sales from registration and ticket purchases

The top five most popular sessions were attended by more than 200, with the most popular session being attended by 310.

There were 457 meetings hosted in conjunction with the Winter Conference – 49 were held virtually in advance of the conference and 408 were held on site.

\$22,500 was the gross total for sponsorships. Gratitude was expressed for conference sponsors – Trane, BACnet, CCG.

There was a 95% hotel pick-up rate. The hotel was originally sold out but there were last-minute cancellations due to weather and DOE travel bans.

**Mr. Owen – Publishing and Education:** The total estimated combined sales from the bookstores at the hotel and the Expo was \$64,738, which is about \$8,000 less than Orlando 2025 and \$2,500 less than the five-year average of \$67,000.

The top selling items based on revenue dollars in order were:

1. ASHRAE Pocket Guide for Air-Conditioning, Heating, Ventilation, Refrigeration, 10.th ed. – IP
2. 2025 ASHRAE Handbook – Fundamentals (I-P)
3. 2025 ASHRAE Handbook – Fundamentals (SI)
4. Duct Size Calculator (I-P & SI)
5. Handbook of Smoke Control Engineering, Second Edition

The total ALI course registrations was 629 – 492 members, 137 nonmembers – which is 41 fewer than Orlando 2025 and 18 more than the five-year average of 611. The revenue total for ALI courses was \$148,572 which is \$8,000 less than Orlando 2025 and about \$15,000 above the five-year average of \$133,000.

Top three courses by registrants were:

1. Guideline 36: Best in Class HVAC Control Sequences (3 hour)
2. Advanced Concepts in Designing and Retrofitting Energy Efficient Data Centers (3 hour)
3. Demystifying Dehumidification: Designing Efficient and Effective HVAC Moisture Removal Systems (3 hour)

Previous Winter Conference Course Stats				
Year	Location	#Courses	#Regs	Income
2026	Las Vegas	21	629	\$148,572
2025	Orlando	20	670	\$156,687
2024	Chicago	20	532	\$112,736
2023	Atlanta	20	734	\$147,445
2022	Las Vegas	20	491	\$100,966

The combined total revenue from ALI and the bookstore was \$213,310.

**Ms. Gupta – Marketing:** There were 1,409 visitors to the ASHRAE booth at the AHR Expo; there were 10 joins at the booth.

‘Meeting of the Members’ was the most downloaded program.

Since being in Las Vegas, 2 press releases were sent out to 820 media outlets and received 1.44 billion impressions.

\$5,400 in logo store sales

Additional ‘Leadership Voices’ were recorded and after this meeting that series will be current. Moving forward, each summer the previous year’s President will record. At the Austin meeting, Mr. Knight will record.

The VIP photo had 14,000 views since it was posted on Sunday.

**Mr. Littleton** – 578,000 net square feet of space sold for the Las Vegas Expo. Booths were much bigger at this show and are trending towards larger booths overall. The largest booth sold in Vegas was 50x80.

There were 53,000 total verified registrations for the AHR Expo.

For the 2027 Expo 540,000 net square feet of the available 570,000 total net square feet was already sold – resulting in the highest presale ever recorded. To date, there were 53 companies currently on the waiting list.

### **OPEN SESSION – ADDRESSES TO THE BOARD OF DIRECTORS**

Mr. Laisure-Poll thanked Members Council staff for their great work and support.

### **COUNCIL REPORTS**

#### **MEMBERS COUNCIL**

Ms. Maston reported on behalf of the council. The full report was attached to the agenda and shown on screen.

Ms. Maston moved that

1. Members Council recommends to the Board of Directors to approve funding for the Chapter Leadership Academy be included in the Society's 2026-27 and that this funding be allocated on an ongoing basis to support the development, implementation, and sustainability of the program as a critical resource for advancing the Society's mission and fostering leadership at the chapter level.

Ms. Maston summarized the background of the motion, the full background was shown on screen. She reported that, historically, Chapter Leadership Academy was funded under General Reserves, but that funding was discontinued during COVID. Since the return of Leadership Academy, it was funded by the Foundation, however, the Trustees recently indicated that funding would be discontinued as Chapter Leadership Academy was becoming an annual program.

She reported that the fiscal impact was \$70,400 to support four members from each region to attend.

It was clarified that funding would begin in the next Society Year.

It was asked if Chapter Leadership Academy would be completely free for participants. It was reported that costs would be split between Society and the Regions – Society would fund course materials, meals, and transportation while the Region would be responsible for hotel expenses.

**MOTION 1 PASSED (30:0:1, CNV).** Mr. Yashar abstained.

Ms. Maston moved that

2. Members Council recommends to the Board of Directors that ASHRAE amend *Rules of the Board Section 2.104.015.1 – Meeting Registration Fees* by adding a new Section C as follows:

**C. TC/PC/SC Members Meetings Only:**

**Technical Committee (TC), Project Committee (PC) and Standing Committee (SC) members shall be eligible to receive complimentary "Committee Meetings Only" registration for Annual and Winter Conferences. This registration includes access to committee meetings, Board of Directors meetings, Plenary Session, Members Lounge,**

and conference WiFi/power. Access to the technical program is not included but may be purchased at the published Mmember rate.

Ms. Maston read the motion background. She reported that in September 2025, the Conferences and Expositions Committee (CEC) clarified that the “Committee Meeting Only” registration was never intended for Standing Committees and implemented stronger controls to enforce that policy beginning with the 2026 Winter Meeting in Las Vegas. While appropriate to align practice with existing formal policy, this clarification highlighted a gap: SC members, who perform critical Society governance work, were left without a complimentary registration option, effectively increasing the mandatory minimum registration fee from \$0 to \$125 to be allowed to participate in their committees at the conference.

For several years, Society leaders have encouraged SC members to use CMO registration without distinction between, TC/PCs and SCs, and doing so had become standard practice and expectation among all SC members, thus making its sudden clarification a surprise to many, including DRCs who had not planned for the expense in their regional budget. This motion closes the gap by formally recognizing SC participation and codifying complimentary registration, aligning them with TC/PC members and removing an unnecessary barrier to participation.

There was discussion of the motion on the floor. A summary of that discussion is below:

*How do these motions impact next year’s budget?*

*Mr. Rakheja responded that during the next six months, the Finance Committee would be working to finalize the budget. Councils and the BOD may be asked to consider options to create a balanced budget.*

*Mr. Littleton reported that if the 2027 AHR Expo is as large as projected, show royalties may increase projected revenue between \$200,000 and \$500,000. He emphasized that AHR Expo royalties and dues are driving the budget.*

*Was there discussion of charging a nominal fee to cover A/V and general meeting expenses?*

*Mr. Littleton stated that one of the points that caused so much consternation was that Society began enforcing a policy that wasn’t being enforced previously. He shared that he had previously wondered if a nominal fee could be charged to help defer costs of hosting in-person meetings and help to improve the perception of charges for previous CMO volunteers.*

*Ms. Maston reported that there were no active discussions of this possibility during the Members Council meeting, but it was discussed previously by CEC.*

*Spoke against the motion. All attendees at a CRC are charged a registration fee and it creates a situation where RVCs feel like they have some skin in the game even though the Region is covering most expenses. Would support a motion to amend that strikes the word ‘complimentary’ and inserts ‘nominal fee.’*

*Ms. Seymour shared the list of members who are currently eligible for discounted conference registration.*

*Expressed concern over the exponential cost of expense.*

*Encouraged members of the BOD to be conscious of spending. Suggested that if standing committee members were made eligible for CMO registration, there would be no limit.*

*Spoke in favor of the motion. The value created in Society comes from our in-person meetings. Members spend a lot of money on hotel rooms. Society is getting a deal for the time of most members that are receiving transportation reimbursement. Suggested that it would be a mistake to charge even a nominal fee when there are members contributing so much.*

*Spoke in favor of the motion. Indicated that during discussions, members expressed that they would be willing to contribute a nominal fee but that there would be some members not able to do so.*

*Spoke against that motion. Suggested that it could be easily justified that no members should have to pay for meeting registration but don't think that everyone should be free. Suggested that TC and PC members should pay the lowest fee and standing committee members pay the next lowest fee.*

*Spoke against the motion. If there weren't ANSI requirements related to free and open meetings would be in favor of charging a nominal fee. How challenging would a waiver to satisfy ANSI requirements be? Can we recognize and implement a best practice?*

*In 2011, costs of non-essential conference options that benefited all Society were compiled and the total was \$300,000; don't believe this list has been updated since 2011. Suggested that it was not an apples-to-apples comparison as TC and PC members did not receive transportation reimbursement and standing committee members do. Stated that he was not in favor of charging those that only attend TC and/or PC meetings.*

*Mr. Littleton reported that there is a formula that is used to calculate the registration rate; part of the calculation is to deduct \$300,000 which is considered the cost of doing ASHRAE business in-person. This deduction is done so that those only attending the technical conference do not have to pay for the cost of doing ASHRAE business.*

*Ms. Seymour confirmed that the \$300,000 deduction did originate from the 2011 exercise and the calculation had not been reviewed since.*

*Spoke against the motion. Suggested that regions could help offset costs for members.*

*Suggested that an ad hoc be formed to consider all of the recommendations raised here.*

*Spoke in favor of the motion. Expressed the opinion that members should not be nickel and dimed. Suggested that the cost of member's time to attend and participate in conferences was substantial. Suggested that having substantial reserves would make cost cutting measures difficult for members and employers to stomach.*

*Spoke in favor of the motion. Shared that TCs were the reason they became involved in Society initially. Suggested that in-person participation was very important.*

*It was suggested that the motion be defeated and that an action item be assigned to CEC to discuss that matter further and provide a recommendation to the BOD.*

**MOTION 2 FAILED (9:21:1, CNV).** Mr. Yashar abstained.

Send defeated motion to CEC for additional feedback and recommendation:

**AI - 1**

Members Council recommends to the Board of Directors that ASHRAE amend *Rules of the Board Section 2.104.015.1 – Meeting Registration Fees* by adding a new Section C as follows:

C. TC/PC/SC Members Meetings Only:

Technical Committee (TC), Project Committee (PC) and Standing Committee (SC) members shall be eligible to receive complimentary “Committee Meetings Only” registration for Annual and Winter Conferences. This registration includes access to committee meetings, Board of Directors meetings, Plenary Session, Members Lounge, and conference WiFi/power. Access to the technical program is not included but may be purchased at the published Member rate.

Mr. Littleton expressed that it would be challenging, but ideal, if the matter were addressed prior to the Austin meeting.

Ms. Seymour reported that registration was scheduled to open on March 1 for the Austin meeting. She reported that the members worked on the recently defeated motion for several months.

Ms. Maston moved that

3. Members Council recommends to the Board of Directors that effective July 1, 2026, transportation costs for Chapter Treasurers to attend the Finance Workshop at their region’s CRC be covered by Society.

Ms. Maston summarized the background. The full background was included in the report and shown on screen.

She reported that the fiscal impact was \$60,000 and assumes 75% participation.

There was discussion of the motion. A summary of that discussion is below:

*Mr. Rakheja reported that the plan was to roll out training for Regional Treasurers in SY 2026-27. The intent is for regional Treasurers to attend the Annual Conference where the Finance Committee will conduct training. Regional Treasurers will then conduct online training with their Region. He reported that there would also be monthly calls with the Chapter and Regional Treasurers to cover important issues.*

*He requested that the Finance Committee be given time to roll out the new training plan on July 1 and assess its effectiveness before implementing any new training plans.*

*Spoke in favor of the motion. Stated that Regions covering multiple countries have added complications with multiple accounting laws and requirements. Expressed that cost should be a consideration, but shared the opinion that face to face training for Chapter Treasurers is a good opportunity.*

*Spoke against the motion. Expressed the opinion that there was not enough material to justify the expense. Suggested that virtual would be equally as effective.*

*Spoke in favor of the motion. Expressed the opinion that face-to-face training and networking is invaluable. Suggested that excluding some members from the training at CRC was not appropriate.*

*Spoke in favor of the motion. Suggested that Chapter Presidents should also be required to attend training. Shared that chapters have lost hundreds of thousands of dollars because Treasurers were not properly trained. He stated that there had also been issues with chapters not properly submitting tax forms. Suggested that with the amount of funds that Chapter Treasurers have access to, proper training was essential.*

*Spoke in favor of the motion. Stated that Treasurer training at the RAL CRC was well attended.*

*Spoke against the meeting. Suggested that training should be rolled out virtually first.*

*It was asked if the training would address tax filings in multiple countries. Mr. Rakheja responded that yes, an agency had been engaged, and assistance was already being offered to chapters in the US; for chapters outside of the US, discussions were ongoing as to what additional assistance could be offered.*

*It was asked if Society could give regions guidance on who should be attending CRCs. Mr. Rakheja responded that some of the regions have begun to conduct all of their trainings virtually.*

**MOTION 3 PASSED** (28-8-2, CNV).

Ms. Maston moved that

4. Members Council recommends to the Board of Directors to approve an increase to the Distinguished Lecturer budget by \$40,000, effective July 1, 2026.

Ms. Maston summarized the background, and the full background was shown on screen.

She reported that the original DL budget was \$200,000, the budget was increased by \$20,000 in July for the current Society Year; this request is for the upcoming Society Year and, if approved, would increase the DL budget by an additional \$40,000.

Members spoke in favor of the motion. It was stated that more lectures are being requested in all regions. It was expressed that the DL program is one of the most successful programs in Society.

**MOTION 4 PASSED** (27:2:1, CNV). Mr. Yashar abstained.

Ms. Maston moved that

5. Members Council recommends to the Board of Directors a one-time expenditure from the Future Fund to hire a consultant with Canadian expertise to advise all Canadian Chapters on incorporating as a registered not-for-profit with regards to structure, liability for executive and tax implications so that work may begin on July 1, 2026.

Ms. Maston summarized the background, and the full motion was shown on screen.

She reported that the fiscal impact was between \$35,000 and \$45,000 USD to implement.

Mr. McQuade asked if it would be more appropriate for the funds to come from General Reserves as opposed to the Future Fund.

Ms. Maston moved and Mr. Craddock seconded that

**6. MOTION 5** be amended as shown below:

Members Council recommends to the Board of Directors a one-time expenditure from the ~~Future Fund~~ General Reserves to hire a consultant with Canadian expertise to advise all Canadian Chapters on incorporating as a registered not-for-profit with regards to structure, liability for executive and tax implications so that work may begin on July 1, 2026.

**MOTION 6 PASSED** (29:0:2, CNV).

There was discussion of AMENDED MOTION 5. A summary of that discussion is below:

*Was the \$5,000 CAD previously approved already spent? Ms. Maston confirmed that the purpose of this motion is to replace that previous request.*

*It was asked why this was being recommended just for Canada. Ms. Seymour reported that the origin of the motion on the floor was a CRC motion. It took staff a long time to find a partner for this work. She advised that the recommendation was approved by Members Council in 2023 and was more expensive than originally anticipated.*

*It was suggested that this motion would expand what Society has done for US based chapters to Canada.*

*Spoke in favor of the motion. Suggested that, if approved, a similar motion would likely come from other regions outside of North America.*

*Mr. Craddock reported that he had been working with staff for nearly 18 months on the recommendation.*

*It was asked why some chapters were not legally incorporated. It was suggested that Society could be jointly liable if a chapter is not legally incorporated.*

*Mr. Craddock reported that in Canada, each province has different rules. Chapters must register provincially and federally. He stated that the greatest difficulties have come from the provincial registrations.*

*Ms. Pilot reported that the issue arose out of the desire to issue donation tax receipts for members in Canada. She reported that some regions outside of North America have very different donation requirements. She reported that Canadian chapters need to be incorporated first so tax receipts can be issued. She shared that similar action may need to be taken in other regions but this is necessary in order to be compliant in Canada.*

*It was reported that not being able to issue tax receipts had been an impediment to ASHRAE Research Canada donations.*

*It was asked why this information could not be added to CRC training – is a consultant necessary? Ms. Pilot responded that the requirements from each province are very different and that the process is quite complicated.*

*It was suggested that since Canada has the second largest number of members the expense was justified. It was also suggested that Society could prioritize similar efforts in other regions based on the number of members.*

**AMENDED MOTION 5 PASSED 26:3:2, CNV).**

Ms. Maston moved that

7. Members Council recommends to the Board of Directors that effective July 1, 2026, Chapters in Regions IV, IX, and X be given the option to have their Chapter Dues (when collected by Society via the online join and renewal forms) be mandatory for all ASHRAE members selecting a Chapter in their Region from the dropdown menu, including Life Members.

Ms. Maston reported that currently, Chapter Dues are optional, with payment pre-selected during membership renewal and new member registration. Many members opt out of paying these dues, negatively impacting their local Chapters – especially those with high numbers of Area Assigned Members (AAM). Since some Regions assess Regional Dues based on AAM, the financial strain on Chapters is further amplified. All ASHRAE members benefit from their Chapter's efforts. Therefore, a consistent funding structure should be utilized to support local volunteers and ensure Chapter sustainability.

She reported that the fiscal impact would be \$8,500.

There was discussion of the motion, and a summary of that discussion is below:

*Spoke against the motion. Expressed the opinion that the recommendation was not best practice. Expressed concern over member retention and negative impacts if the motion were approved. Suggested that the best way to retain Life Member renewals and engagement was active involvement in local chapters.*

*It was asked why the recommendation wouldn't be opened up for all chapters. Mr. (Buzz) Wright stated that the motion included regions that expressed interest in the recommendation the last time it was discussed.*

*It was reported that SRC did not feel there was a rules violation as there is an option to opt out and not be assigned to a chapter.*

*Spoke in favor of the motion. Suggested that Society has been working to increase the number of chapter dues paying members. Expressed that there was no harm in approving the recommendation.*

*It was suggested that Society did not have the authority to make changes to the regional bylaws as they are independent legal entities. Mr. Littleton reported that the recommendation did not impact chapter or region bylaws.*

*It was noted that an unintended consequence could be that members who opt out of chapter dues and become unassigned may be more difficult to reach out to. It was reported that unassigned members do not appear in chapter reports.*

*Mr. (Buzz) Wright reported that the intent was to have MP RVCs to keep an eye on those numbers to monitor if there are unintended consequences.*

It was moved and seconded that

8. That MOTION 7 be amended as shown below:

Members Council recommends to the Board of Directors that effective July 1, 2026, Chapters in Regions IV, IX, and X be given the option, with approval from that Region's DRC, to have their Chapter Dues (when collected by Society via the online join and renewal forms) be mandatory for all ASHRAE members selecting a Chapter in their Region from the dropdown menu, ~~including Life Members~~.

**MOTION 8 PASSED** (29:0:2, CNV).

There was discussion of AMENDED MOTION 7 and a summary of that discussion is below:

*Spoke in favor of the motion. Stated that chapters are given the option to "opt in" and they get to decide how much their chapter dues will be.*

*Stated that Life Members have been difficult when it comes to renewals as they do not receive an invoice for their chapter dues.*

*It was asked how the recommendation would impact those that pay their dues three years in advance. It was noted that the chapters are currently not having great success collecting chapter dues from that group.*

*It was noted that an unintended consequence could be an increase in the number of area assigned members.*

*Suggested that the motion apply to all regions as opposed to just a few.*

Mr. Rakheja moved and Mr. Hunt seconded that

9. That MOTION 7 be amended as shown below:

Members Council recommends to the Board of Directors that effective July 1, 2026, all Chapters ~~in Regions IV, IX, and X~~ be given the option, with approval from that Region's DRC, to have their Chapter Dues (when collected by Society via the online join and renewal forms) be mandatory for all ASHRAE members selecting a Chapter in their Region from the dropdown menu, ~~including Life Members~~.

It was requested that Society investigate the legalities of the motion. It was suggested that the DRC would be knowledgeable about what is and is not legal in the region.

Mr. Smith called the motion on the floor to question.

**CALL TO QUESTION** (Approved via voice vote, CNV).

**MOTION 9 PASSED** (25:5:1, CNV).

There was discussion of AMENDED MOTION 7 and a summary of that discussion is below:

*Is the intent to review this annually? It was suggested that to be viable, the practice should be revisited on an annual basis.*

*Suggested that the date may be ineffective.*

*Spoke in favor of the motion. Suggested that, even if approved, the motion never needs to be implemented if a chapter chooses to "opt out." It was also stated that a chapter can try it for one year and "opt out" the next year if that is the will of chapter leadership.*

*Staff advised that implementation could take several months to complete.*

Mr. Smith called the motion on the floor to question.

**CALL TO QUESTION** (Approved via voice vote, CNV).

**AMENDED MOTION 7 PASSED** (19:8:4, CNV).

Ms. Maston reviewed information items from the report.

She reported that Members Council held a strategic planning session and the initial feedback was good; she asked that members who attended send additional feedback to her or staff.

She reported that a plan to restructure Members Council was approved and would take effect July 1, 2027.

**PUBLISHING AND EDUCATION COUNCIL**

Mr. Fulk reported on behalf of the council. The full report was attached to the agenda and shown on screen.

Mr. Fulk reported that there were no recommendations for the BOD's consideration. He reviewed information items from the report.

He advised that the Research Journal reports were attached to the full report and he encouraged the BOD to review it.

Additional information on the impact factor of the Research Journal was requested. Mr. Owen reported that the impact factor was calculated for the previous two years.

**TECHNOLOGY COUNCIL**

Mr. Abellon reported on behalf of the council. The full report to the agenda and shown on screen.

Mr. Abellon moved that

10. Technology Council recommends to the Board of Directors that Procedures for ASHRAE Standards Actions (PASA), Section 2 Scope, Section 4.1 Responsibility, Section 4.2.2.4 Standards Reaffirmation Subcommittee, Section 7.3, Maintenance of Standards and Guidelines, New Section 7.3.1 Stabilized Maintenance, Section 7.4.7, Consideration of Standards and Proposals,

Section 7.4.8, Records, Section 7.8.1, Project Discontinuation Due to Lack of Membership, Annex A: Definitions, Annex B8.2, be approved as shown in ATTACHMENT A.

Mr. Abellon reported that the ANSI auditor recommended that Society include the option of stabilized maintenance and the other recommended edits are clean up items.

**MOTION 10 PASSED** (Unanimous Voice Vote, CNV).

Mr. Abellon moved that

11. Technology Council recommends the Board of Directors approve the revision of the *Refrigerants and their Responsible Use* Position Document (PD) as shown in ATTACHMENT B.

Mr. Abellon reported that the PD was circulated to the BOD prior to the Las Vegas meeting.

**MOTION 11 PASSED** (30:0:0, CNV).

Mr. Abellon moved that

12. Technology Council recommends the Board of Directors approve the revision of the *Climate Change* PD as shown on ATTACHMENT C.

Mr. Abellon reported that the PD was circulated to the BOD prior to the Las Vegas meeting.

It was stated that ASHRAE is a scientific Society and should adhere to the scientific method. It was questioned how some statements in the PD would be backed up using the scientific method.

It was asked if Society's purview was beyond the built environment. It was noted that the last bullet point was referenced and attributed to a source in the most recent version; concern was expressed that there was no longer a citation and that the comment could be attributed to Society.

Suggested that phrases like "the most" not be used in PDs.

It was noted that the PD was shared with the BOD previously and no comments were received. PDs are shared ahead of time to allow the PDC the opportunity to respond to comments.

Mr. Abellon reported that the current PD is set to expire June 25, 2026.

**MOTION 12 FAILED** (1:26:2, CNV). Mr. Yashar and Dr. Brown abstained.

Mr. Abellon moved that

13. The following motions be considered as a consent agenda:

- Technology Council recommends to the Board of Directors that a revision to the *Indoor Air Quality* PD be initiated.
- Technology Council recommends to the Board of Directors that a revision to the *Environmental Tobacco Smoke* PD be initiated.
- Technology Council recommends to the Board of Directors that a revision to the *Building Decarbonization* PD be initiated.

**MOTION 13 PASSED** (Unanimous Voice Vote, CNV).

Mr. Abellon reviewed information from the council's report.

## **COMMITTEE REPORTS**

### **EXECUTIVE COMMITTEE**

Mr. McQuade reported on behalf of ExCom. The full report was attached to the agenda and shown online.

Mr. McQuade moved that

- 14.** The Executive Committee recommends that the Board of Directors approve the proposed Rules of the BOD for the Center of Excellence for Indoor Environmental Quality (CE IEQ) as shown in ATTACHMENT D.

Mr. McQuade reported that the newly approved CE IEQ met at the Las Vegas meeting where one of their primary objectives was to finalize the committee's ROB. The proposed ROB was approved unanimously by the CE IEQ and ExCom.

It was suggested that there be clear lines of authority between the CE IEQ and EHC. Mr. McQuade responded that lines of authority were clearly defined during discussions to form the CE IEQ. Mr. Conlan added that a great deal of time was spent to ensure that CE IEQ did not step on the toes of other groups in Society.

**MOTION 14 PASSED** (Unanimous Vote, CNV).

Mr. McQuade moved that

- 15.** The Executive Committee recommends that the Board of Directors approve the proposed revisions to the ASHRAE Code of Ethics Enforcement procedure as shown in ATTACHMENT E.

Mr. McQuade reported that the current Ethics Enforcement Procedure was overly complex and slow. The two-step process requires a minimum of 6 volunteers (3 for EIP and 3 for Tribunal), straining resources when there are multiple tribunals active at the same time. Multiple meetings must be arranged for the two-step process. All parties involved have become frustrated with the time required to reach resolution, which is often 6-8 months or longer. The current procedures are inappropriate for dealing with time-sensitive HR-related complaints regarding hostile environment and sexual harassment.

The proposed process improves upon the existing process in two important ways – single state review replaces 2-stage review; and delicate hostile environment/sexual harassment complaints are fast tracked and handled by senior officers and the EVP.

He reported that ExCom had a lengthy discussion and the recommendation was approved by ExCom unanimously.

Members spoke in favor of the motion. It was suggested that the number of members be increased from three to five to help spread the work among more members. Mr. Littleton responded that one of the biggest challenges has been getting the volunteers convened. He advised that all parties must participate in the interviews to hear the comments firsthand and suggested that dividing and conquering would not work.

**MOTION 15 PASSED** (Unanimous Vote, CNV).

Mr. McQuade reviewed information items from the report.

**SOCIETY RULES COMMITTEE**

Mr. Abellon reported on behalf of the committee. The full report was attached to the agenda and was shown on screen.

Mr. Abellon moved that

- 16.** The Society Rules Committee recommends to the Board of Directors that edits to the Board of Directors MOP be approved as presented in ATTACHMENT F.

Mr. Abellon reported that the proposed edits reflect current practices.

**MOTION PASSED** (30:0:1, CNV). Mr. Yashar abstained.

Mr. Abellon moved that

- 17.** The Society Rules Committee recommends to the Board of Directors that ROB Section 2.416 Planning Committee be revised as shown in ATTACHMENT G.

Mr. Abellon reported that at the request of the Planning Committee, revisions regarding overall committee composition were reviewed to allow more participation from those interested in joining but may not meet the current qualifications noted.

It was asked why representation from all councils was removed. Mr. (Buzz) Wright reported that the line referencing council representation was already included in the ROB, but PLC thought it was more appropriate to include it under membership as opposed to a separate line. Ms. Brown reported that SRC wanted PLC to provide more clarification on what "representation" means. She reported that SRC did not disagree with the intent but felt more descriptive language was needed.

Mr. (Buzz) Wright moved and Mr. Marks seconded that

- 18.** MOTION 17 be amended as shown below (noted in blue):

2.416.002.1 Composition (02-01-13-19/04-06-27-08/05-06-26-16/09-06-21-13/12-06-24-12/  
20-02-02-

02/ 20-06-23-04)

The members of this committee are as follows:

A. ~~Between ten (10) and twelve~~ Twelve (12) voting members, including a chair and vice chair

~~a. During the three-year strategic planning cycle, two years for strategic plan development and one year following the launch of the strategic plan, it is recommended that the membership of Planning be near the maximum allowed.~~

C. In addition to the chair and vice chair, voting members shall include

1. At least one (1) Director-at-Large,

2. At least one (1) Director and Regional Chair,
3. ~~One~~ (1) member who is serving on the YEA Committee at the time of appointment, and
4. At least two (2) members in good standing who have not served on the Board of Directors,
5. At least three (3) ~~to five (5)~~ additional members of the Society who are serving or have served as Board members.
6. At least one voting member from each of the three (3) councils.

~~5.6. All councils should be represented on the voting membership of the committee.~~

**MOTION 18 PASSED** (Unanimous Vote, CNV).

The floor was opened for discussion of AMENDED MOTION 17. There was no additional discussion.

**AMENDED MOTION 17 PASSED** (Unanimous Vote, CNV).

Mr. Abellon moved that

19. The Society Rules Committee recommends to the Board of Directors that ROB Section 2.105.001 Standing Bodies be revised as shown in ATTACHMENT H.

Mr. Abellon reported that the table in ROB 2.105.001, which indicates the number of authorized meetings for all standing bodies, had not been updated in some time. He reported that there was some ambiguity if the chart referred to in-person or virtual meetings. He reported that the header above the chart had been updated to clarify that the list refers to in-person meetings. He reported that the number of meetings was also modified to reflect current practices.

**MOTION 19 PASSED** (Unanimous Vote, CNV).

Mr. Abellon moved that

20. The Society Rules Committee recommends to the Board of Directors that ROB Section 1.201.040 Whistleblower Policy be revised as shown in ATTACHMENT I.

There was no discussion.

**MOTION 20 PASSED** (Unanimous Vote, CNV).

Mr. Abellon reviewed information items from the report.

#### **AUDIT COMMITTEE**

Mr. Sanders reported on behalf of the committee. The full report was attached to the agenda and shown on screen.

He reported that there were no recommendations for the BOD's consideration. He reviewed information items from the report.

He reported that the committee met two times since the last BOD meeting, including a meeting with Society's external auditors to review the audit. Additional discussions included internal IT controls to ensure that they are in place and adequate.

Mr. Sanders reported that an anonymous email was sent to the Audit Committee expressing concern that an anonymous online portal for anonymous whistleblower complaints was no longer available. He reported that Society was in compliance with New York law. It was also recommended that staff add clarification to the staff whistleblower policy.

### **FINANCE COMMITTEE**

Mr. Rakheja reported on behalf of the committee. The full report was attached to the agenda and was shown on screen.

Mr. Rakheja reported that there were no recommendations for the BOD's consideration. He reviewed information items from the report.

He reported that an informational report from the Development Committee and Scholarship Trustees was attached for the BOD's review.

### **CONFERENCE STRATEGIES**

Ms. Seymour presented to the BOD. The full presentation was attached to the agenda and was shown on screen.

She reported that a longer version of the presentation was made to ExCom earlier in the week. A summary of her report is below:

*8% of ASHRAE members are attending Society conferences. On average, when looking at direct revenue and expenses, Society is averaging a surplus of \$250,000 a year. All conference sponsorships have seen a 144% increase since FY23.*

*Regarding Winter and Annual Conferences:*

*Attendees are 85% members and 15% nonmembers*

*29% of Winter Conference attendees also attend the Annual Conference*

*58% of Annual Conference attendees also attend the Winter Conference*

*60% decline in combined sponsorship since FY23 – has a lot to do with IEC agreement*

*\$332,000 surplus for the Winter Conference*

*\$75,000 deficit for the Annual Conference*

*When considering volunteer and staff travel expenses:*

*\$300,000 deficit for Winter Conference*

*\$700,000 deficit for Annual Conference*

*Topical Conferences:*

*Attendees are 48% member and 51% nonmember*

*4% of attendees attend multiple conferences*

*\$13,000 average surplus based on direct revenue*

*523% increase in sponsorships since FY23*

*Topical Conferences are currently very reactionary, and it was suggested that a more proactive approach can be taken to grow topical conferences.*

*90% of CEC's workload is dedicated to the Winter and Annual Conference and there is not a lot of bandwidth left for Topical Conference strategy.*

*Recommendations from this report would need to align with the recommendations of the Future of ASHRAE Conferences Ad Hoc. These conference strategies are still in the strategy phase.*

*Conference strategy recommendations:*

*ASHRAE Global TechCon Series  
ASHRAE Lead and Connect Series  
ASHRAE Technical Forum Series  
ASHRAE On-Demand Series*

*BOD members were encouraged to review the presentation in its entirety.*

It was asked what next steps were. Ms. Seymour advised that staff was seeking validation from the BOD on the strategy presented before entering the implementation phase. She reported that CEC ExCom was aware of the high-level report and preliminary recommendations; outside of CEC ExCom, there has been no stakeholder engagement.

There was consensus from the BOD was that the high-level report and recommendations have merit and should be investigated further.

#### **FUTURE OF ASHRAE CONFERENCES AD HOC REPORT**

Mr. Abellon reported on behalf of the ad hoc. The full report was attached to the agenda and shown on screen. A summary of his report is below:

*A lot of the work done by Ms. Seymour and the staff team ties nicely into what FOAC has been working on. FOAC was charged with developing a recommendation for a new overall conference strategy including but not limited to reformatting or eliminating the Annual Conference.*

*A mind mapping exercise and some of the key takeaways line up with Ms. Seymour's presentation.*

*The Annual Conference is where Society transitions take place but there are challenges – logistical complexity, costs to Society, volunteer time and cost, and volunteer burnout. Society appears to be the only major organization in our industry that meets twice a year. For younger professionals that want to be involved at the Society level, taking two weeks to attend conferences can be a challenge in terms of cost, time away from work, and time away from family. The recommendations from Ms. Seymour's report present opportunities to expand Society's reach, provide networking opportunities, center collaboration, complete Society transitions, and more opportunities for speakers.*

*Three working groups began investigating different scenarios:*

*Modified Annual Conference  
Eliminating Annual Conference  
Hold Annual Conference outside of North America*

*Hold Annual Conference alongside a CRC or sister organization's conference  
Replace the Annual Conference with ASHRAE summer camp*

*Working groups will create proposals for each of the scenarios for further discussion and review. The full ad hoc will then come to a consensus on which plans to develop further and present to the BOD as part of the ad hoc's final report in Austin.*

There was discussion of the ad hoc's presentation, and a summary of that discussion is below:

*One concern with eliminating the Annual Conference is reducing the technical presentation platform. Those presentations are very valuable to the entire ASHRAE community. The Annual Conference is currently a great opportunity for technical speakers. Suggested that there could be opportunities to expand speaking and presentation opportunities at the Winter Conference and topical conferences.*

*Great work by the ad hoc. The way we have been doing sponsorships is very restrictive. If travel is added to any of the options presented, the options will bring us back to this same point.*

*Suggested that financial impact be provided for each of the recommendations presented to the BOD in the FOAC final report.*

*Eliminating the Annual Conference would eliminate a platform where a lot of committee work and standards maintenance takes place. Requested that this important work be considered.*

*What is the timeline moving forward? Mr. Abellon responded that any recommendation accepted by the BOD would take several years to implement. He reported that the goal was to have the FOAC final report to the BOD at the 2026 Annual Conference; if the work of the ad hoc is not complete at that time, Mr. Sepulveda will assume the chair roll.*

*Ms. Seymour reported that Society was contracted through 2028 and the St. Louis Annual Conference so no changes can be made before 2028.*

Mr. Abellon thanked BOD members for their comments and asked that additional feedback be sent to him via email.

### **FALL 2026 BOD MEETING**

#### **HOST COMMITTEE UPDATE**

Mr. Alphonso expressed that Region XII was excited to host the BOD in Brasilia. Brasilia is one of the largest planned cities constructed in the 20<sup>th</sup> century.

He reported that the host committee selected November 10-13 as the final dates for the meeting and the group would be staying at the Royal Tulip Alvorada Hotel. Additional details are being finalized but the group is planning – meetings with the Brazilian government, tours, and meetings with CONFEA.

He reported that tours for companions before or after BOD meetings were also being planned. He expressed that the planning committee is working hard to organize a memorable trip for members and companions.

He reported that there was a lot of chapter involvement in the coordinating and planning the meeting.

Mr. Sepulveda stated that the BOD should be very pleased to have chosen Brazil to host the BOD meeting. Brazil is a vibrant country with a commitment to sustainability and a building industry that is motivated to grow. As a Society, should be proud and pleased.

### **FUNDING DISCUSSION**

Mr. Rakheja reported that the BOD needed to authorize where funding for the Brazil meeting would come from.

Mr. Rakheja moved and Mr. Sepulveda seconded that

- 21.** The Board of Directors authorizes draws \$75,000 USD from General Reserves for the ASHRAE international BOD meeting in Brasilia, Brazil in SY 2026-27.

**MOTION 21 PASSED** (30:0:1, CNV). Mr. Yashar abstained.

### **POSTPONED MOTION #15 – WEDNESDAY, JUNE 25, 2025**

Mr. McQuade reported that the request from EHC to add five members was postponed at the last meeting because the work of the ad hoc to form the CE IEQ was still in progress. He reported that the motion would be brought back to the floor for further discussion and vote.

The postponed motion from the Wednesday, June 25, 2025 meeting was brought back to the floor, that

- 22.** Technology Council recommends to the Board of Directors that ASHRAE Rules of the Board, 2.406.002, Membership, be revised as shown below effective SY 26-27.

2.406.002 MEMBERSHIP

2.406.002.1 Composition

The members of this committee are as follows

A. Maximum of ~~fifteen (15)~~ twenty (20) voting members, including a chair and vice chair.

B. Voting members shall include at least:

1. a past member of the Standards Committee.
2. ~~One~~ a past member of the Research Administration Committee (Research Liaison for Section 2.0,4.0, or 5.0)
3. ~~One~~ a past chair of a technical committee involved in environmental health or indoor air quality issues.
4. ~~One~~ a member from outside the U.S. and Canada
5. two Health Professionals (such as an industrial hygienist, physician, an epidemiologist, or a public health official.)
6. a past Society officer who has recently served in that capacity.

Remaining voting members shall have experience in fields related to indoor environmental health.

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

There was discussion of the motion and a summary of that discussion is below:

*Assumed EHC would no longer need this change now that the CE IEQ was created.*

*Mr. Metzger reported that EHC voted to reaffirm the recommendation. The committee believes that they will have more work to do than they already have and are already struggling to get their current work done.*

*Assuming that the CE IEQ will be the strategic body and EHC will become the operational arm; some strategic items will come off of EHC's plate, but new operational items will be added.*

*Spoke against the motion. Suggested that changes to EHC were premature especially when the BOD recently committed so many resources to the CE IEQ. Suggested that it would be best to wait a year and see what happens before more members are added to EHC.*

*Spoke against the motion. View the recommendation as a hiring plan.*

*Spoke against the motion. Appealed to the BOD to be fiscally responsible – significant fiscal impact of motions approved at this meeting.*

*Spoke in favor of the motion. EHC volunteers have a lot on their plate.*

*Suggested that the CE IEQ be allowed to develop their priorities and then decide what needs to be done moving forward.*

*Suggested that missing the March 2027 Appointments meeting would require that an entire year go by before changes could be made. Ms. Maston responded that changes could be made at any point based on the needs of Society.*

*Struggle with increasing the size of the committee by 25% and adding half the size of the CE IEQ to EHC based on the fact that the CE IEQ exists. Agreed with Ms. Maston that the President has the authority to make adjustments mid-year. Reported that Technology staff did not think the addition was necessary.*

*Suggested that EHC will not be the only committee impacted by the creation of the CE IEQ.*

**MOTION 22 FAILED (4:27:0, CNV).**

### **EXECUTIVE SESSION**

Executive session was called at 6:22 pm.

Open session reconvened at 6:49 pm.

### **UPCOMING MEETING**

Mr. McQuade reviewed dates and times for upcoming BOD meetings.

**ADJOURNMENT**

The meeting adjourned without objection at 6:50 pm.

*Jeff Littleton*

Jeff H. Littleton, Secretary

**ATTACHMENTS:**

- A. Recommended Edits to PASA
- B. *Refrigerants and their Responsible Use* PD
- C. *Climate Change* PD
- D. Proposed CE IEQ ROB
- E. Proposed Revisions to Code of Ethics Enforcement Procedure
- F. Proposed Edits to BOD MOP
- G. Proposed Edits to ROB 2.416
- H. Proposed Edits to ROB 2.105.001
- I. Proposed Edits to ROB 1.201.040

## 2 SCOPE

These Procedures direct ASHRAE's standards activities in the field of heating, refrigeration, air conditioning and ventilation, and the allied arts and sciences. These Procedures apply to activities related to the development of consensus for approval, revision, reaffirmation, stabilized maintenance, withdrawal, and maintenance of ASHRAE Standards, and to relations with standards-related committees of other organizations. These procedures shall also apply to guidelines as noted.

ASHRAE leaves to trade associations the writing of rating standards unless a suitable rating standard will not otherwise be available.

### 4.1 RESPONSIBILITY

The Standards Committee is responsible for the formation of project committees and the development, preparation, interpretation, revision, reaffirmation, stabilized maintenance and withdrawal of ASHRAE Standards and Guidelines. The Board of Directors or its designee will counsel and offer guidance to the Standards Committee on contentious issues during the development of the standards or guidelines.

Each member of the Standards Committee is appointed to one or more subcommittees by the chair. These subcommittees are responsible for:

- tracking the status of project committees,
- recommending ASHRAE appointments to standards-writing committees of other organizations, monitoring their activities, and maintaining ASHRAE participation in the canvass balloting activities of other standards-writing organizations, and
- ensuring the timely maintenance of existing standards in accordance with ASHRAE procedures; forming interpretations committees for standards when project committees do not exist; considering requests for development of joint sponsorship agreements; and acting in coordination with cognizant Project Committees, ASHRAE Technical Committees, Task Groups or Technical Resource Groups (PC/TC/TG/TRG) to recommend reaffirmation, stabilized maintenance or withdrawal of standards.

Project Committees are appointed to develop and revise standards in accordance with approved written procedures. The project committees are responsible for the technical content of standards, guidelines and portions thereof. The Standards Committee supervises the work of project committees to ensure that approved procedures have been followed.

#### 4.2.2.4 Standards Reaffirmation Subcommittee (SRS)

SRS serves as the project committee for reaffirmation, stabilized maintenance, withdrawal, or non-substantive revisions of existing ASHRAE Standards or Guidelines.

SRS is a project committee of at least five (5) members, including at least three members of the StdC and applicants responding to an annual call for members posted in ASHRAE *Standards Actions*. When possible, members shall also have international standards experience. The Chair and Members are appointed annually by the Standards Committee Chair. SRS acts, in limited circumstances, as a project committee for existing standards and is subject to the rules of project committees for reaffirmations, withdrawals, and revisions only to update references, that are not themselves reaffirmations and do not

cause a substantive change to the standard. SRS must comply with all ANSI requirements for openness, balance, and due process. SRS may act in lieu of a PC, with the advice of the cognizant TC/TG/TRG, to recommend, reaffirmation, stabilized maintenance, withdrawal or revision of an existing standard or guideline based on updated references (that do not cause a substantive change to the standard) or add a second system of units to an existing standard, thereby making the existing standard useable in either SI or IP units.

SRS oversees the Society's participation in the standards work of other standards development organizations, the American National Standards Institute (ANSI), and ANSI's Technical Advisory Groups on ISO and IEC standards.

SRS is responsible for monitoring, reporting and submitting recommendations to the Standards Committee for the adoption of international standards activities by ASHRAE.

### **7.2.7 Negative Votes on Letter Ballots of PCs**

Persons who cast negative votes on a letter ballot shall be asked if they wish to comment on reasons for their negative votes. If a vote passes with one or more negative votes with a reason, the results unresolved objections and attempts at resolution shall be recirculated to the committee to provide voting members with an opportunity to vote, reaffirm their vote, or change their vote. If a reason is not provided for the negative vote, the eligible voters are informed of the negative vote by distribution of the letter ballot results.

The Chair of the entity voting by letter ballot may offer rebuttal to the reasons of shall provide written dispositions and reasons therefore to the negative voters who provide a reason with their negative vote. After the eligible voters have had at least 7 calendar days to reaffirm their votes, change their votes or to vote, the results shall be final.

## **7.3 Maintenance of Standards and Guidelines**

ASHRAE Standards and Guidelines shall be maintained under periodic or stabilized maintenance procedures except when use of continuous maintenance procedures has been voted by the Standards Committee. (See definitions of continuous maintenance, stabilized maintenance and periodic maintenance in [Annex A](#).)

When a PC does exist for a standard on periodic maintenance, the PC is required to approve a motion to initiate a revision to the Standard or Guideline and send that recommendation to the Manager of Standards and the SPLS liaison so a PINS announcement can be made. Once the PINS has been announced, the PC may begin a revision process.

When a PC does not exist, a designated subcommittee of StdC shall (a) form Interpretation Committees to respond to requests for interpretation, and (b) with the advice of the cognizant Technical Committee, Task Group, or Technical Resource Group, shall provide recommendations to the Standards Committee concerning the need for reaffirmation, stabilized maintenance, revision based on updated references or adding a second system of units to a Standard, thereby making the Standard useable in either SI or IP units, withdrawal or the need to form a new project committee to revise a Standard. (See TC, TG, and TRG in [Annex A](#).)

### **7.3.1 Stabilized Maintenance**

Standards and Guidelines recommended for stabilized maintenance shall be subject to review on a nominal ten-year cycle. The purpose of this review is to determine whether the document remains relevant and technically valid, or whether it should be revised to reflect current practices or withdrawn due to obsolescence. Refer to PASA Annex A1, *Definitions* for the formal definition of Stabilized Maintenance.

Criteria for Stabilized Maintenance:

A Standard or Guideline that is maintained under the stabilized maintenance option shall satisfy all of the following eligibility criteria:

- a) the standard or guideline addresses mature technology or practices, and as a result, is not likely to require revision
- b) the standard or guideline is other than safety or health related
- c) the standard or guideline has been reaffirmed at least once
- d) at least ten years have passed since the approval or last revision of the standard or guideline
- e) the standard or guideline is required for use in connection with existing implementations or for reference purposes.

An ASHRAE Standard or Guideline maintained under the stabilized maintenance option is not required to be revised or reaffirmed on a routine 5-year cycle; however, it shall be subject to review of such status on a 10-year cycle. If it is determined in connection with this review that the standard or guideline shall be placed on or continue to be maintained under the stabilized maintenance option and as such does not require revision or withdrawal, then

- a. For ANSI/ASHRAE standards, this determination shall be communicated to ANSI and announced in both the ANSI and ASHRAE Standards Action.
- b. For ASHRAE standards or guidelines, this determination shall be announced in ASHRAE Standards Action.

The assigned cognizant committee shall be responsible for recommending the stabilized maintenance option to SRS. That recommendation shall be announced to ANSI (ANSI/ASHRAE standards) for stabilized maintenance public review. Approval by Standards Committee is not required.

A standard or guideline that is published on stabilized maintenance shall include a clear statement of the intent to consider requests for change and information on the submittal of such requests.

If a written recommendation is made at any time by a directly and materially interested party that a standard or guideline maintained under the stabilized maintenance option requires revision, then that recommendation shall be considered in the same manner as a proposal for revision but within a maximum of 60 days from receipt. The recommendation should include rationale to begin a revision (if applicable) and shall not be dismissed due to the fact that it does not necessarily suggest a specific revision. The submitter of such a recommendation shall be responded to in writing by ASHRAE Staff within 60 days of receipt of the recommendation and advised of the decision relative to the maintenance status of the standard. The SRS Chair may invite the cognizant TC Chair to review the recommendation and assist in preparing a response to the proposer.

The decision to maintain a standard or guideline under the stabilized maintenance option and the process by which it is maintained shall be subject to appeal. A subsequent appeal to ANSI may be made to the ANSI Executive Standards Council based on a claim of procedural non-compliance.

#### **7.4.7 Consideration of Standards Proposals**

Prompt consideration shall be given by the Standards Committee to proposals made for developing new standards or guidelines or revising, reaffirming, **stabilizing** or withdrawing existing standards and guidelines.

#### **7.4.8 Records**

Records shall be maintained to provide evidence of compliance with the record retention policy in the ANSI Procedures. Records concerning new, revised, **or** reaffirmed, **or stabilized** periodic maintenance standards shall be retained for one complete standards cycle, or until the standard is revised. Records concerning new, revised, **stabilized** or reaffirmed continuous maintenance standards shall be retained for a minimum of five years or until the standard is completely revised or reaffirmed. Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal.

#### **7.6.1 APPROVAL OF STANDARDS**

With respect to any proposal to approve, revise, or reaffirm an ASHRAE Standard, evidence shall be considered that:

- (a) the applicable procedures were followed,
- (b) the standard, or portion thereof, is within the scope of ASHRAE's ANSI registered standards activities,
- (c) notice of the development process for the Standard was provided to ANSI in accordance with PINS or its equivalent,
- (d) any identified conflict with another ASHRAE or American National Standard was addressed in accordance with the ANSI ER,
- (e) other known national standards were examined with regard to harmonization and duplication of content, and if duplication exists, there is a compelling need for the Standard,
- (f) ANSI's patent policy is met, **if applicable**,
- (g) ANSI's policy on commercial terms and conditions is met if applicable,
- (h) consensus was achieved, including evidence of the following:
  - i. **title and designation of the proposed American National Standard**
  - ii. **indication of the type of action requested (that, is approval of a new American National Standard or reaffirmation, revision, or withdrawal of an existing American National Standard);**
  - iii. the applicable procedures were followed;
  - iv. the standard is within the scope of the **previously** registered standards activity;
  - v. declaration that conflicts with another ANS have been addressed per procedures;
  - vi. a roster of the consensus body indicating the votes of each member, each member's interest category and a summary of the vote; and
  - vii. **all appeal actions related to the standard have been completed (shall meet the criteria of Annex B1- B6);**
  - viii. identification of all unresolved negative views and objections, with the names of the objector (s), and a report of attempts toward resolution.
  - ix. **a declaration that the criteria contained in the ANSI patent policy have been met, if applicable, and**

~~(i) Any appeal meeting the criteria of B1 through B6 of **Annex B** was completed.~~

In addition, ASHRAE shall consider any evidence provided that the proposed Standard or portion thereof, is contrary to the public interest, contains unfair provisions, is unsuitable for national use, contradicts federal law(s), or is technically inadequate.

ASHRAE shall not approve Standards that duplicate existing or proposed American National Standards unless there is a compelling need.

### 7.8.1 Project Discontinuation Due to Lack of Membership

Project discontinuation due to lack of membership shall be based on the following:

- a) A new project shall be discontinued by the MOS if a PC Chair and balanced membership have not been approved by SPLS within twelve months after the project is approved by the Standards Committee.
- b) A revision project shall be considered for reaffirmation public review, **stabilized maintenance public review** or withdrawal public review by SRS if a PC Chair and balanced membership have not been approved by SPLS within twelve months after the project is approved by Standards Committee.
- c) If committee membership has previously been approved, discontinuation of a project requires approval by SPLS and Standards Committee.

Reasons for discontinuance include the following but are not limited to: the committee has become out of balance; there is no PC Chair; there is an insufficient number of PC members on the committee for a period not less than 7 months.

Waivers of the discontinuation specified above shall be approved by SPLS and StdC, shall have a deadline, and shall contain specific action to be taken by the PC. Multiple waivers shall not be granted in succession. ASHRAE shall notify ANSI of all discontinued projects.

### Annex A: Definitions

**stabilized maintenance**: the process by which a standard or guideline is subject to review on a nominal ten-year cycle, with the objective of determining whether it should be revised to reflect current practices or withdrawn due to obsolescence or lack of continued relevance.

**standards action vote**: an action recommending or approving publication or publication public review of a new, revised, ~~or reaffirmed~~, **or stabilized maintenance** Standard, Guideline, or portion thereof or withdrawal of a published Standard, Guideline, or portion thereof.

**Standards Action**: a periodical published by ANSI to inform interested persons about American National Standards (ANSs), including proposals to initiate projects to develop or revise ANSs, announce intent to reaffirm, **stabilize** or withdraw existing ANSs, communicate status of international standards, announce public review of proposed or revised procedures of ANSI accredited standards developers, etc.

## ANNEX B8: CONSIDERATION OF APPEALS

### B8.2 Ineligible Panel Members

Any Member of the Appeals Board that served as a PCVM or PSVM on the project committee that is the subject of the appeal during the three years prior to the standards action under appeal shall be ineligible to

serve on the Panel. Any Member of the Appeals Board that voted on the draft that is the subject of the appeal as a member of the Standards Committee shall be ineligible to serve on the Panel.



## ASHRAE Position Document on

### Refrigerants and Their Responsible Use

Approved by the ASHRAE Board of Directors [DATE]

Expires [DATE]

ASHRAE is a global professional society of over 55,000 members, committed to serving humanity by advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration and their allied fields (HVAC&R). ASHRAE position documents are approved by the Board of Directors and express the views of the Society on specific issues. These documents provide objective, authoritative background information to persons interested in issues within ASHRAE's expertise, particularly in areas where such information will be helpful in drafting sound public policy. The documents also clarify ASHRAE's position for its members and building professionals.

#### **Refrigerants and Their Responsible Use is a Public Interest Issue**

Heating, ventilation, air-conditioning, and refrigeration (HVAC&R) systems provide life-saving climate control and refrigeration (e.g., for food, medicine, etc.), but these systems depend on refrigerants to function. Selecting a refrigerant for a given application requires balancing multiple factors, including safety, efficiency, cost, environmental impacts, and material compatibility. Over the past three decades, refrigerant options have shifted significantly as the environmental impacts of certain classes of refrigerants have become better understood. For example, chlorofluorocarbon (CFC) refrigerants once widely used in HVAC&R systems were phased out under the Montreal Protocol because of their role in depleting atmospheric ozone. More recently, hydrofluorocarbon (HFC) refrigerants have been subject to phase downs and phase outs due to their comparatively high global warming potential (GWP).

Many of the newer refrigerants developed to replace HFCs are slightly flammable and classified as 2L by ASHRAE 34. To address the flammable characteristics of these new refrigerants, ASHRAE's refrigeration safety standards have been updated to ensure their safe use in applications. The safe handling of newer refrigerants with respect to flammability and toxicity has resulted in many changes to various design standards. These changes have also been reflected in codes and regulations to mitigate these health and safety concerns ensure their safe final deployment in the built environment.

Beyond known refrigerant environmental impacts, recent broad policy proposals related to health concerns of certain persistent, bioaccumulative, toxic (PBT) fluorinated chemicals could limit available

**Commented [SH1]:** These are changes suggested by Doug Reindl. Are they editorial? You may wish to comment on if you agree with comment or not.

**Commented [DL2R1]:** Committee agrees to adopt w/ final editorial review

refrigerants, depending on the scope of any per- and poly-fluorinated alkyl substances (PFAS chemicals) regulations.

These factors and others have made refrigerant selection increasingly complex. For example, selecting a lower-GWP refrigerant solely for its reduced global warming potential may also reduce equipment efficiency, potentially offsetting the environmental benefit associated with direct emissions of the refrigerant. No single refrigerant can satisfy the full range of criteria for all HVAC&R applications. Consequently, selecting a refrigerant often involves trade-offs across multiple factors, including short-term and long-term environmental effects, health and safety (e.g., flammability, toxicity), equipment cost and reliability, system performance, and current and potential future regulations, codes, and standards. Proper system design, operation, and maintenance practices can mitigate refrigerant emissions and their impacts.

#### Evolution of Refrigerant Selection

Evolving environmental standards are reshaping the HVAC&R industry, with refrigerant choice of ever-increasing importance for new and existing systems. The harnessing of mechanical refrigeration systems in the mid-nineteenth century included refrigerant options such as ammonia, carbon dioxide, sulfur dioxide, methyl chloride, ether, isobutane, propane, and ethyl ether. Except for ammonia in industrial applications, these were replaced by systems using safer chlorofluorocarbons (CFCs) developed in the 1930s. CFCs were followed by hydrochlorofluorocarbons (HCFCs), both of which are phased out under the Montreal Protocol due to their ozone-depleting potential. Hydrofluorocarbons (HFCs) were adopted as replacements for both CFCs and HCFCs, but their high global warming potential (GWP) has led to increased restrictions.

Hydrofluoroolefins (HFOs), introduced more recently, offer lower GWP and de minimis [ozone depletion potential \(ODP\)](#), but there remains interest in the emissions of refrigerant precursors and the environmental fate (e.g., atmospheric degradation and deposition) of halogenated gases, including HFOs. Some HFOs are classified as A2L according to ASHRAE Standard 34. The global HVAC&R industry has invested substantially in research to better understand the safety and risks associated with A2L refrigerants. These findings have informed updates to ASHRAE safety standards (Standards 15 and 15.2) and guided revisions to design standards, codes, and regulations to support their safe use in the built environment.

Additionally, early refrigerants such as ammonia (NH<sub>3</sub>), carbon dioxide (CO<sub>2</sub>), propane (C<sub>3</sub>H<sub>8</sub>), and isobutane (C<sub>4</sub>H<sub>10</sub>) are now widely selected for use in certain industries with improved system designs to mitigate flammability and toxicity concerns. These refrigerants are also being considered for broader applications due to their ultra-low GWP and de minimis ODP.

The Kigali Amendment to the Montreal Protocol and policies such as the American Innovation and Manufacturing Act (AIM) in the U.S. and [F-Gas-Gas regulations in Europe](#) have driven the [current transition](#) to lower GWP refrigerants. This shift has led to the increased use of refrigerants with different safety characteristics, including [lower flammability](#), [reduced toxicity](#), or [higher pressure](#), requiring updates to safety standards and additional workforce training.

**Commented [DR3]:** This seems odd to be placed here. What is the intent for including it? It does not state a position. It is indefinite. It should be removed until something definitive can be included.

**Commented [DF4]:** How is this coordinated with the EHC PFAS pending position?

**Commented [SH5R4]:** EHCs Lisa Ng is developing an EHC Emerging Issue Brief on PFAS. There is not a draft available at this time. Lisa and EHC have reviewed this draft PD and did not comment on this paragraph.

**Commented [SH6R4]:** DRSC accepted as written here.

**Commented [SH7]:** I think everyone's going to have a different and ever changing opinion on this section. I think its fair to state that this is how the PD committee decided to address.

TechC/BOD have authority to edit the document if they wish before approving. If TechC/BOD really want to change, they can but your opinion would be sought.

**Commented [DL8R7]:** Committee has reviewed this segment multiple times and we feel this balances varying opinions. Certainly a topic we feel Tech C / BOD should weigh in and update if needed.

**Commented [SH9]:** Editorial, are these OK?

**Commented [DL10R9]:** Change is accepted for final editorial updated.

**Commented [DR11]:** Higher?

**Commented [SH12R11]:** Editorial?

**Commented [DL13R11]:** Will adopt editorial change. note that the intent is to highlight the characteristics of the refrigerants change with useage of varying refrigerants across the three categories. specifically mentioning Lower/Reduced/Higher...is subjective to the two refrigerants being compared for use so we can strike those words.

**Commented [DR14]:** How has toxicity been reduced? Virtually all of the newer refrigerant options are classed as "A" toxicity.

**Commented [DL15R14]:** The intent was to note that the varying refrigerants may have different characteristics. Agreed to strike reduced in final version.

**Commented [DR16]:** Not all newer refrigerant options are higher pressure. Is this, specifically, referring to CO2?

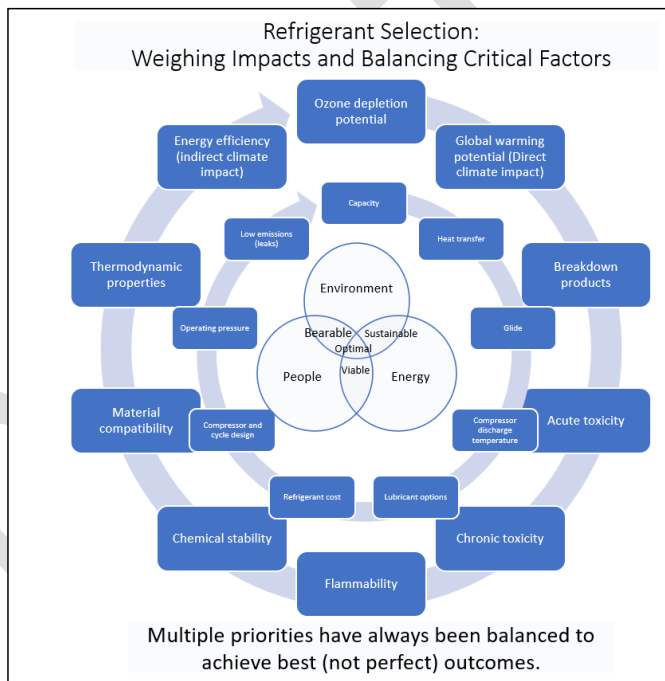
**Commented [SH17R16]:** Is he suggesting the qualifiers lower, reduced and higher all be deleted? Editorial?

### Balancing Trade-Offs

No refrigerant is without trade-offs. Selection must consider many factors including:

- Environmental impact, including effects on the ozone layer and climate
- Health and safety, including flammability and toxicity
- System energy efficiency
- Cost effectiveness, including first cost and total cost of ownership
- Performance at high and low ambient temperatures
- Thermal stability and materials compatibility
- Future projected availability of the refrigerant

Figure 1 provides additional comprehensive criteria that can be considered depending on the application and context.



**Commented [SH18]:** Comment from Lisa Ng:

Suggestion: leave the 4 words out of the Figure (bearable, viable, sustainable and optimal) since overlapping the 3 objectives of environment, people, and energy are already pretty clear, visually. Since “bearable, viable, sustainable” aren’t clearly used or defined in the text, they could be misinterpreted.

**Commented [DL19R18]:** Ok with the update, but I do not have an editable figure to adopt this update.

Lower GWP refrigerants may introduce additional challenges, including specialized handling requirements, market acceptance, and end of life management. Proper refrigerant recovery, recycling, and disposal at system retirement are essential to minimize environmental impact.

### ASHRAE’s Role

ASHRAE plays a central role in providing information on refrigerant alternatives and advancing sustainable HVAC&R practices. The organization informs industry professionals, policymakers, and the public about refrigerant choices and their implications through research, standards development,

**Commented [DR20]:** Recovery and recycling are also relevant during the service life of the system - not just at retirement.

**Commented [DL21R20]:** Would suggest we also not “at system retirement and during operation” it is editorial and still meets the intent of the comment around proper handling.

technical publications, training, and outreach. ASHRAE supports a refrigerant-agnostic, balanced approach, ensuring that decisions consider all relevant factors to optimize outcomes, including safety, efficiency, safety, environmental impact, and regulatory compliance.

As the industry evolves, ASHRAE and its members continue to drive innovation in sustainable refrigeration. Through research, education, and collaboration with industry partners, ASHRAE promotes responsible refrigerant use, advances environmentally sound practices, and supports the development of solutions that ensure a more sustainable future for HVAC&R systems worldwide

#### **Why ASHRAE Takes Positions on Refrigerants and Their Responsible Use:**

ASHRAE has a direct interest in refrigerant transitions because the operation of HVAC&R equipment depends on refrigerants. The organization contributed to the successful phase-out of ozone-depleting CFC and HCFC refrigerants and continues to play a significant role in promoting the proper and safe use of refrigerants. ASHRAE is actively involved in research, standards, codes, guidelines, technology transfer, policy, and education to support these efforts.

#### **ASHRAE Takes the Positions That:**

ASHRAE's positions on the responsible selection and use of refrigerants are as follows:

- Refrigerant selection and system design should consider all factors holistically, including current and future global, national, and local policies; employee and public safety; energy efficiency and performance; environmental impacts; employee and public safety; and life-cycle operating economics. Decisions should not rely solely on a single feature, such as GWP, operating pressure, efficiency, first cost, or flammability.
- The wide range of HVAC&R application requirements, system types, and regional conditions and regulations necessitates broad understanding and guidance to determine the refrigerants best suited for each application.
- Refrigerant charges should be minimized whenever possible to reduce potential risks to people and the environment in the event of system failure. All refrigerant emissions should be proactively managed through improved technology, operations, and accurate understanding of release rates and quantities.
- The phase-out of ozone-depleting substances and the GWP-phase-down of higher GWP hydrofluorocarbons presents technical, safety, economic, and environmental challenges for refrigerant selection, especially in the context of rapid international growth in air conditioning and refrigeration and the widely varying impacts across global populations and sectors.
- ASHRAE has an obligation to promote international and regional collaboration toward common fundamental objectives, using scientifically based methods to maximize societal benefits related to refrigerant selection and use in HVAC&R applications.
- Different jurisdictions may prioritize outcomes differently or adopt varying regulatory frameworks, leading to a fragmented approach to refrigerant selection (e.g., European Union Fluorinated Gas Regulations versus Environment and Climate Change Canada, ECCC).

**Commented [SH22]:** Martin Dieryckx suggested adding sentence to end of paragraph:

All stakeholders, including equipment end users, must fully understand the trade-offs associated with refrigerant transitions and determine whether these trade-offs are acceptable. To achieve this, information must be communicated using methods tailored to each stakeholder group.

**Commented [SH23R22]:** This addition would be beyond editorial.

TechC/BOD have authority to edit the document if they wish before approving. You may wish to comment on if this addition makes sense in your opinion or not (or if you are neutral). If TechC/BOD really want to add they can but your opinion would be sought.

**Commented [DF24]:** Was carbon considered as an design consideration

**Commented [DL25R24]:** Yes we believe that is embodied in environmental impacts.

**Commented [DR26]:** What is the position being stated here? It seems like an observation but not a expressing a position.

**Commented [DL27R26]:** I believe the intent is just noting that ASHRAE acknowledges the refrigerant phase down has impact in these areas. Agree it's more of an observation, but still important to include. Open to Suggestion from TECH/BOD if it should be removed or modified.

- The use of refrigerants must comply with relevant standards and codes. Widespread use of flammable refrigerants, including HFOs and hydrocarbon-based refrigerants, requires careful consideration to ensure occupant safety. Standards and codes must be developed using scientifically based methods applicable to all HVAC&R systems.

**ASHRAE Recommends That:**

ASHRAE makes the following recommendations for actions by ASHRAE and by others in the following areas.

**1. Research, Standards and Guidelines**

ASHRAE should focus on:

- Developing and updating standards and guidelines to support safe, effective adoption of **low-GWP** refrigerants, including hydrocarbons.
- Promoting global adoption of ASHRAE safety standards and practices **to support growth of ASHRAE's global membership for the benefit of society, including developing countries.**
- Conducting research and developing standards to quantify refrigerant advantages and disadvantages, emissions, and leak rates, informing mitigation strategies, policies, and **the need for** potential future standards.
- Providing guidance and methodologies to **the charge of refrigerant in systems and to** reduce leak rates through robust system design, maintenance, and best practices for both packaged and field-built equipment.
- Supporting safe and effective use of refrigerants in all applications, from low-charge systems to high-charge indirect AC&R and heat-pumping systems, considering safety, performance, and environmental impacts.

**Commented [DR28]:** What is considered "low"?

**Commented [DL29R28]:** Ok with editorial change to state as "lower"

**2. Improved Design Practice**

ASHRAE should promote:

- Reviewing and updating existing standards and guidelines to **address gaps** related to refrigerant designation, classification, application, and safe use.
- Developing tools and methodologies for life-cycle analysis of refrigerants and system designs, considering energy efficiency, life cycle climate performance (LCCP, including direct and indirect emissions and end-of-life impacts), safety compliance, and overall emissions.
- Advancing HVAC&R system design standards and practices that minimize refrigerant charge and reduce leaks throughout equipment life

**Commented [DF30]:** Should known gaps be stated in the focus section?

**Commented [DL31R30]:** This would be more than editorial, and all gaps may not be known, so we feel important to just note gaps should be addressed without listing them all here.

**Commented [SH32R30]:** DRSC agreed to leave as is

**3. Field Practices and Training**

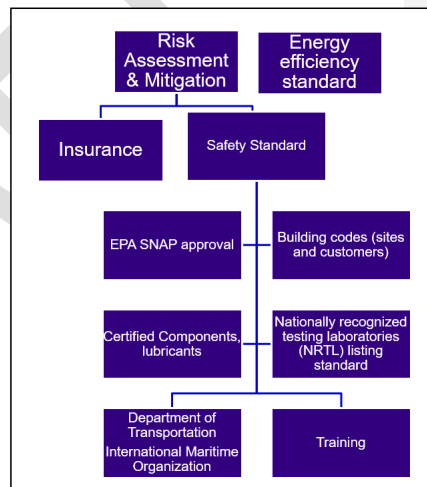
ASHRAE recommends the following:

- ASHRAE should continue to advance and improve methods to manage on-site emissions including, but not limited to, improved system tightness for leak prevention, sound commissioning and installation practices, regular leak checking, monitoring, labeling, and record keeping.
- Owners, operators, and contractors should establish a comprehensive, ongoing refrigerant management program—covering retrofits, replacements, and regulatory compliance—aligned with corporate policy and guided by ASHRAE and industry best practices.
- Programs should define refrigerant recovery, recycling (reuse), reclamation, and safe disposal practices, including at the end of equipment life.

#### 4. Regulations and Long-range Actions:

ASHRAE should promote and collaborate with other organizations to:

- Identify research gaps, mitigate risks, and update standards, including technical metrics, standardization, and support for sector-based sustainable procurement policies. Where ASHRAE has relevant capabilities, advance standards, training, and other actions to enable faster deployment of responsible low-GWP solutions.
- Advance the meaningful understanding of refrigerant emissions and their environmental impact including breakdown products.
- Provide leadership and advocacy for the HVAC&R and heat-pumping industry, supporting long-term alternatives through collaborative research, standards, and training
- Develop research and standards for refrigerant designation, classification, and application to improve system resilience and reliability under future conditions such as reduced water availability, more frequent extreme weather, and evolving power generation and storage.



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**Commented [SH33]:** Martin has suggested another bullet:

Martin Dieryckx suggested adding sentence to end of paragraph:

Ensure that stakeholders understand the trade-offs involved in refrigerant transitions and receive appropriate information. A dedicated committee to develop communication strategies tailored to different stakeholder groups, create frameworks for information dissemination, shall drive the implementation of these actions.

**Commented [DL34R33]:** Agreed with Steve's guidance on this.

**Commented [SH35R33]:** OK to add

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- ASHRAE. 2019. ANSI/ASHRAE STANDARD 147-2019 *Reducing the Release of Halogenated Refrigerants From Refrigerating and Air-Conditioning Equipment and Systems*. Atlanta: ASHRAE

## **DOCUMENT REVISION COMMITTEE ROSTER**

*The ASHRAE Position Document on Refrigerants and their Responsible Use was developed by the Society's Position Document Revision Committee formed on [February 12, 2024](#), with Dustin Lilya as its chair.*

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### **Cognizant Committees**

*The chair of Technical Committee 3.1 and the chair of the Refrigeration CPCC Committee also served as members.*

**Douglas Scott**  
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## **DOCUMENT HISTORY**

### **Publication and Revision History**

The following summarizes this document's revision, reaffirmation, or withdrawal dates:

1/25/2012—BOD approves Position Document titled *Refrigerants and Their Responsible Use*

7/2/2014—Technology Council approves reaffirmation of Position Document titled *Refrigerants and their Responsible Use*

1/30/2017—Technology Council approves reaffirmation of Position Document titled *Refrigerants and their Responsible Use*

6/27/2018—BOD approves Position Document titled *Refrigerants and their Responsible Use*

6/29/2020—Technology Council approves reaffirmation of Position Document titled *Refrigerants and their Responsible Use*

6/28/2023—Technology Council approves reaffirmation of Position Document titled *Refrigerants and their Responsible Use*

[2/4/2026—BOD approves reaffirmation of Position Document titled \*Refrigerants and their Responsible Use\*](#)

**Note:** ASHRAE's Technology Council and the cognizant committee recommend revision, reaffirmation, or withdrawal every 30 months.



## ASHRAE Position Document on Climate Change

Approved by the ASHRAE Board of Directors [DATE] Expires [DATE]

ASHRAE is a global professional society of over 55,000 members, committed to serve humanity by advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration and their allied fields (HVAC&R). ASHRAE position documents are approved by the Board of Directors and express the views of the Society on specific issues. These documents provide objective, authoritative background information to persons interested in issues within ASHRAE's expertise, particularly in areas where such information will be helpful in drafting sound public policy. The documents also clarify ASHRAE's position for its members and building professionals.

### Climate Change is a Public Interest Issue

ASHRAE recognizes the need for dramatic action to respond to the existential threat of global climate change. In 1856, Eunice Newton Foote published that an increase in atmospheric CO<sub>2</sub> would cause what has become to be known as the "greenhouse effect." (Darby, Megan, 2016) (In 2023, the 6th Assessment Report (AR6) of the Intergovernmental Panel on Climate Change (IPCC) recognized with high confidence that "*Human activities, principally through emissions of greenhouse gases have unequivocally caused global warming, with temperatures reaching 1.1°C [nearly 2°F] above 1850-1900 in 2011-2020.*"<sup>1</sup> (IPCC, 2023) Carbon dioxide is the most important human-caused greenhouse gas. There are also other human-caused greenhouse gases including methane, nitrous oxide, ozone and fluorinated gases (e.g. hydrofluorocarbons (HFCs) which are primarily used as refrigerants). A steady rise in global mean temperature, accompanied by increased intensity and frequency of severe weather events, has been observed over time. Further increases in GHG emissions will cause this trend to continue, resulting in costly building- and site-damage, health issues and loss of life.<sup>1</sup> ASHRAE also recognizes that buildings produce nearly 40% of the global greenhouse gases (GHGs) throughout their life cycle. (ASHRAE, 2025) Examples include embodied energy, the burning of fossil fuels to operate building systems, and refrigerant leakage. ASHRAE members must continue contributing to the resolution of this issue.

<sup>1</sup> [https://www.ipcc.ch/report/ar6/syr/downloads/report/IPCC\\_AR6\\_SYR\\_LongerReport.pdf](https://www.ipcc.ch/report/ar6/syr/downloads/report/IPCC_AR6_SYR_LongerReport.pdf)

Field Code Changed

## **Why ASHRAE Takes Positions on Climate Change**

ASHRAE consensus standards and design guides provide the technical foundation for international building practices and energy codes that balance the need for energy efficiency with the need to keep the indoor environment healthy and comfortable for occupants. The design, construction and operation of buildings' mechanical systems can improve—or can impede—the buildings' ability to:

- Mitigate climate change by minimizing the greenhouse gases throughout a building's life cycle, including embodied carbon and operational emissions.
- Adapt to climate change by integrating future climatic conditions and extreme weather events into building design to improve their resiliency and durability.
- Integrate mitigation and adaptation strategies through holistic design to prepare for, and respond to, the challenges of climate change.

Consequently, ASHRAE's positions, standards and design guidance can help avoid health risks associated with climate change by:

1. Designing buildings to function and provide good Indoor Environmental Quality (IEQ) during any expected or projected climatic conditions.
2. Considering life safety issues in the design of the building under high impact events, which is useful whether or not the event is directly caused by climate change.

## **ASHRAE Takes The Positions That:**

- Climate change is the most formidable environmental challenge ever faced by society.
- Opportunities exist within the HVAC&R industry to provide solutions to reduce GHG emissions. These include demand load reductions, energy efficiency, use of renewable energy, and refrigerant selection and practices.
- Changes in climate result in changes to the design conditions for HVAC systems, although care should be taken to not merely increase equipment capacities.
- ASHRAE members and staff should become actively involved worldwide with policy-setting entities to encourage sound, balanced, and innovative actions to address long-range environmental problems and the conditions that result from them.

## **ASHRAE Recommends That:**

Additional and continuing research support the following:

- Continuously updating ASHRAE climatic design data which reflects changing climate and weather conditions to enable engineers, designers, and owners to make choices that are economically and environmentally sound over the building's entire lifecycle.
- Developing improved GHG emissions-data to facilitate evidence-based energy and engineering decisions. Reliable GHG emissions data enables accurate assessment of system performance, cost-effectiveness, and compliance, while ensuring that future infrastructure investments align with national decarbonization and climate-resilience goals.
- Assessing region-specific climate change risks to assist ASHRAE in creating adaptation recommendations in areas where our competence and expertise can satisfy the public need.

- Integrating future climatic conditions and extreme weather data to assist in decision-making and performance evaluation in building design.

For other recommendations regarding mitigation, adaptation, and resilience in response to climate change, see:

- The Position Document on Building Decarbonization (BD)
- The Position Document on Resiliency in the Built Environment (RBE)
- The Position Document on Energy Efficiency in Buildings (EEB)

For more information about the science of climate change and related topics, see:

- The FAQ Appendix of this position document.
- Chapter 36 Climate Change in the 2025 ASHRAE Handbook: Fundamentals

### **ASHRAE Advocates and Supports:**

- Working with educators and educational institutions to improve science, technology, engineering, and mathematics education across all levels to raise scientific literacy and public recognition of technology-related issues, particularly regarding climate change.
- Providing information to the public on climate change and its consequences.
- Developing guidelines on the creation, acquisition, and utilization of future weather data for building and HVAC&R system performance assessment.

### **OUR REFERENCES**

- ASHRAE. 2025 ASHRAE Handbook—Fundamentals. American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. Chapters 14, 30, and 36.
- Darby, Megan, 2016. Meet the woman who first identified the greenhouse effect, Climate Home News, <https://www.climatechangenews.com/2016/09/02/the-woman-who-identified-the-greenhouse-effect-years-before-tyndall/>
- IPCC, 2023: Sections. In: *Climate Change 2023: Synthesis Report. Contribution of Working Groups I, II and III to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change [Core Writing Team, H. Lee and J. Romero (eds.)]. IPCC, Geneva, Switzerland, pp. 35-115, doi: 10.59327/IPCC/AR6-9789291691647, [https://www.ipch.ch/report/ar6/syr/downloads/report/IPCC\\_AR6\\_SYR\\_LongerReport.pdf](https://www.ipch.ch/report/ar6/syr/downloads/report/IPCC_AR6_SYR_LongerReport.pdf)*
- ASHRAE. 2024 Position Document on Building Decarbonization, . American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.
- ASHRAE. 2024 Position Document on Energy Efficiency in Buildings, . American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.
- ASHRAE and CIBSE. 2025 Position Document on Resiliency in the Built Environment, American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

### **ADDITIONAL ASHRAE RESOURCES**

ASHRAE. 2025 Position Document on Refrigerants and their Responsible Use . American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

## **DOCUMENT REVISION COMMITTEE ROSTER**

*The ASHRAE Position Document on Climate Change was developed by the Society's Position Document Revision Committee formed on September 2, 2023, with Donald Brundage as its chair.*

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## **Cognizant Committees**

*The chair of Technical Committee 2.5 also served as ex-officio members.*

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## **DOCUMENT HISTORY**

### **Publication and Revision History**

(example) ASHRAE's Technology Council and the cognizant committee recommend revision, reaffirmation, or withdrawal every 30 months. The history of this position document is described below:

The following summarizes the revision, reaffirmation or withdrawal dates (to be completed by ASHRAE staff, if necessary)

7/2/1992—BOD approves Position Document titled Climate Change

6/24/1999—BOD approves revision to Position Document titled Climate Change

7/1/2004—BOD approves revision to Position Document titled Climate Change

6/24/2009—BOD approves revision to Position Document titled Climate Change

2/25/2013—Technology Council approves reaffirmation of Position Document titled Climate Change

6/27/2018—BOD approves revision to Position Document titled Climate Change

6/23/2021—Technology Council approves reaffirmation of Position Document titled Climate Change

6/28/2023—Technology Council approves reaffirmation of Position Document titled Climate Change

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## **Informative Appendix A: FAQs for Climate Change**

In addition to the FAQs below, another excellent resource is the UN IPCC FAQs related to climate science and modeling. See

[https://www.ipcc.ch/report/ar6/wg1/downloads/faqs/IPCC\\_AR6\\_WGI\\_FAQ\\_Chapter\\_03.pdf](https://www.ipcc.ch/report/ar6/wg1/downloads/faqs/IPCC_AR6_WGI_FAQ_Chapter_03.pdf)

The answers below are shorter, and generally less technical, than the IPCC FAQs referenced above.

### **Table of Contents:**

- How does the Greenhouse Effect cause the earth to heat up?
- Is water vapor the most important greenhouse gas?
- What is the difference between climate and weather?
- Can specific weather events be blamed on climate change?
- Have we passed the 1.5°C (2.7° F) limit on temperature rise needed to prevent global climate disaster?
- What impact do volcanos have on global warming?
- What happens if we don't take action to reduce emissions and stabilize the climate?
- What is carbon sequestration and why is it important
- How do we know the increased level of CO<sub>2</sub> is from fossil fuel combustion?
- Is climate change caused by changes in solar activity?
- Are there other factors besides solar activity and GHGs that impact the earth's temperature?

How does the Greenhouse Effect cause the earth to heat up?

Light travels from the sun in the form of short-wave radiation. When it reaches a surface, it is transmitted, absorbed and/or reflected. It is transmitted through transparent materials like glass in a greenhouse and greenhouse gases in our atmosphere. When sunlight strikes darker materials, e.g., soil or oceans, it is absorbed and is then reradiated as long wave radiation (heat). However, the same materials which let the sunlight through (glazing and atmospheric greenhouse gases) block most of the heat from escaping, thus increasing the earth's temperature. This is known as the Greenhouse Effect. When sunlight strikes light-colored surfaces, i.e., snow, clouds or atmospheric aerosols, it is reflected, resulting in less heating.

**I have heard that water vapor is the most important greenhouse gas, but there is no mention of it in the Position Document or the Appendix. Why is that?**

Water vapor is the most abundant greenhouse gas; however it is not the most important to climate change. It acts as a feedback mechanism, increasing the impact of other greenhouse gases on global temperatures. Increased water vapor is not a cause of global warming, but is a consequence of global warming and amplifies climate change.

Water vapor has a very short atmospheric life (generally less than 10 days) before it falls out of the atmosphere as rain, snow, etc. At higher temperatures, more water evaporates, and at lower temperatures, less water evaporates, and the capacity of the atmosphere to hold water vapor is also strongly correlated to temperature.

This feedback mechanism for water vapor is unique among greenhouse gases. The focus of ASHRAE is to limit long-lived greenhouse gas emissions such as CO<sub>2</sub>.

**What is the difference between climate and weather?**

**According to the United States National Oceanic and Atmospheric Administration (NOAA),** “**Weather** is what you experience when you step outside on a given day. In other words, it is the state of the atmosphere at a particular location over the short-term. **Climate** is...[the characteristic]...weather patterns at a location over a longer period of time, usually 30 years or more.”

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**I heard on the news that a storm, flood, wildfire, or heat wave was due to climate change. Can this be said with certainty?**

While it's difficult to attribute any single extreme event directly to climate change with a high degree of certainty, climate change does increase the frequency and intensity of such extreme weather events. Scientists use attribution studies to assess how much climate change influences specific events, often finding that it makes them more likely or more severe. Climate Central and the World Weather Attribution group have developed a tool showing the *likelihood* that a particular weather event is caused by climate change, labeled as the "Climate Shift Index".

<https://www.climatecentral.org/climate-central-and-attribution-science>  
<https://csi.climatecentral.org/climate-shift-index?lat=4.19573&lng=14.59066&mapType=temperature&zoom=2>

In our roles as either building design professionals or local citizens in our community, the **cause** of a weather event is less important than the steps that should be taken to prevent further damage from a similar event in the future. Adapting for extreme events includes adapting: infrastructure, building codes, land use plans, building materials, etc. to increase resiliency. See the ASHRAE Resiliency Position Document for more information on this topic.

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**I have heard that we have already passed the 1.5°C (2.7° F) limit on temperature rise needed to prevent global climate disaster. Is this true?**

No, we have not yet exceeded the 1.5° C limit. The IPCC threshold is based on the 30-year average. In 2024, the global average did exceed 1.5° C, but this was for a single year. The currently available data indicates that the 30-year average temperature rise is approximately a 1.34°C (2.41°F).

To clarify, a 1.5°C temperature rise in a particular year is weather, not climate change. The 1.5° C is a threshold to avoid large-scale climate impacts. The “tipping point”-to avoid irreversible serious impacts is generally considered to be approximately a 2.0° C (3.6° F) rise. While the 1.5° C threshold was crossed for one year so far, it serves as a stark reminder of the urgency to reduce greenhouse gas emissions and implement sustainable practices.

It should be emphasized that “global climate disaster” is not the same as the “extreme weather events” that we are currently experiencing.

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### What impact do volcanos have on global warming?

Volcanos release sulfur dioxide, carbon dioxide, hydrogen fluoride, hydrochloric acid, volcanic ash, and water vapor, into the atmosphere. In a typical year, volcanic CO<sub>2</sub> emissions are less than 1% of the total released by human activities. The size of the eruption, and the proportion of each component, varies greatly between different eruptions. The overall impact is generally a temporary cooling, lasting no more than 1 to 3 years.

However, there have been rare, large explosive eruption events which have caused widespread severe impacts such as crop failures and famine. The last eruption recorded to have this sort of impact was in 1815. But this had a temporary effect on the natural environment, with no permanent impact on the climate.

### What happens if we don't take action to reduce emissions and stabilize the climate?

Failing to reduce GHG emissions in the short-term will result in serious long-term consequences for the climate over future decades that will be difficult or impossible to avoid. These include:

- Reduced agricultural production capacity (crops, livestock, fishing, etc.)
- Flooding of coastal cities due to accelerated sea level rise
- Some regions become uninhabitable due to high temperatures, especially areas with high humidity
- Increased frequency and severity of extreme weather events
- Destruction of natural habitats resulting in reduced biological diversity

These are the risks that are understood with a high degree of certainty. However, there are other risks that could accelerate or multiply the damages from climate change. These are “tipping points” to fundamental changes in climate and ocean levels with catastrophic consequences. When one tipping point is crossed, it can trigger other tipping points, leading to a series of interconnected and potentially irreversible changes in the Earth's climate system.

Some of these tipping points are:

- **Global Coral Reef Bleaching** - Coral reef bleaching occurs when rising ocean temperatures—driven by climate change—cause corals to expel the symbiotic algae (zooxanthellae) that provide them with energy and color. Without these algae, corals turn white (“bleached”) and become highly vulnerable to disease and death. Scientific assessments (NOAA, IPCC, and the Global Tipping Points Report<sup>2</sup>) indicate that **coral reefs are nearing or have passed a thermal tipping point**—with 70–90% of reefs projected to further degrade at 1.5 °C (2.7 °F) and over 99% at 2 °C (3.6 °F) of global warming. This decline threatens marine biodiversity, coastal protection, fisheries, and the livelihoods of millions of people in tropical regions.
- **Collapse of the AMOC (Atlantic Meridional Overturning Circulation)**. This is a set of ocean currents, which includes the Gulf Stream, which moves heat from the tropics to northern regions. It is the reason that northern Europe is much warmer than areas of Canada which are at the same

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• <sup>2</sup> <https://www.nature.com/articles/s41467-024-46255-2>

latitudes. It has been weakening in recent years, which is believed to be due to fresh-water additions to the north Atlantic from melting ice from the Greenland Ice Sheet and the Arctic Ocean.

- **Collapse of polar ice:** Major portions of the polar ice covering Greenland and Antarctica could collapse into the ocean. This would result in a rapid sea level rise of 10 to 20 feet (3 to 6 meters) with unimaginable consequences for coastal areas.
- **Release of methane due to melting of permafrost:** The rate of warming is greater in higher latitudes where permafrost is found. One reason for this is reduced snow cover, causing greater warming due to darker surfaces absorbing more solar radiation. There are enormous quantities of methane gas trapped in permafrost. Melting of the permafrost would release vast quantities of methane gas, which is a very potent greenhouse gas which, by mass, has a much greater global warming impact than CO<sub>2</sub>. If the permafrost melting continues to accelerate it will trigger a very strong positive feedback loop where higher temperatures melt more permafrost, releasing more methane causing even higher temperatures, etc. We are already seeing infrastructure problems, (e.g. building collapse and mudslides) due to permafrost melting in northern regions.
- **Amazon rain forest transitions from carbon sink to carbon source** – Climate models indicate increased temperatures will result in decreased rainfall in that region, causing the transition of the rain forest to grasslands. A dryer climate would also result in an increased danger of wildfires. The forest dying back would be a positive feedback loop, accelerating carbon emissions. If dieback occurs, the Amazon could shift from absorbing CO<sub>2</sub> to releasing vast amounts of it, worsening global warming.

Related to this are land-use changes. Clearing and burning of the rain forests and planting crops in their place has similar negative impacts on carbon emissions, accelerating the transition from a carbon sink to a carbon source. Also important but not directly related to carbon emissions is the loss of biodiversity.

## What is Carbon Sequestration and Why is it Important?

Carbon Sequestration occurs naturally when plants capture CO<sub>2</sub> through the process of photosynthesis and CO<sub>2</sub> is then stored in forests, soils, and the ocean. Human-engineered Carbon Sequestration includes several processes for capturing and either permanently storing CO<sub>2</sub> (in geologic formations underground, in the ocean or mineralizing into rock) or converting it into a product. The processes listed below result in either preventing CO<sub>2</sub> from entering the atmosphere or reducing CO<sub>2</sub> already in the atmosphere.

- (1) **Carbon Capture and Storage (CCS)** processes refer to the capture of CO<sub>2</sub> when it is separated from a product stream or industrial exhaust and then is securely stored, most often in geologic formations. Examples: when CO<sub>2</sub> results from the production of materials (concrete, steel, etc.), from power plant exhaust stacks where fossil fuels are burned, or from the low-oxygen burning of biomass when creating bioenergy.
- (2) **Carbon Capture and Utilization (CCU)** processes involve the capture of CO<sub>2</sub> which is then converted into a product. This process may involve chemical or state changes, or the captured CO<sub>2</sub> can be used directly, e.g., to produce hydrogen and solid CO<sub>2</sub>, to add in beverages, to produce new types of fuels, etc.

While these first two processes mostly prevent CO<sub>2</sub> from entering the atmosphere, the next one, **Carbon Dioxide Removal (CDR)**, only includes technologies which remove CO<sub>2</sub> already in the atmosphere. Per the US Department of Energy, “Nearly all climate models showing pathways to meet net-zero greenhouse gas emissions by 2050 indicate the need for a near-term focus on **CDR** deployment in addition to deep decarbonization.”<sup>3</sup> The IPCC has stated that, **Carbon Dioxide Removal “is a key element in scenarios that limit warming to 2°C ...or 1.5°C...by 2100 ...necessary to achieve net zero CO<sub>2</sub> and GHG emissions”<sup>4</sup>**. CDR is therefore necessary to avoid dangerous climate tipping points.

**(3) Carbon Dioxide Removal (CDR)** includes several technologies defined by the IPCC as “anthropogenic activities removing carbon dioxide (CO<sub>2</sub>) from the atmosphere and durably storing it in geological, terrestrial, or ocean reservoirs, or in products<sup>5</sup>”. These technologies include:

- **Negative Emissions Technologies (NETs)**, “activit[ies] or mechanism[s] that result in... removal of greenhouse gases (GHGs) from the atmosphere by deliberate human activities, i.e., in addition to the removal that would occur via natural carbon cycle processes<sup>6</sup>”, including: afforestation, reforestation, no-till farming, conversion of biomass to biochar added to the soil, adding iron to the ocean, enhanced rock weathering, and **Bioenergy with Carbon Capture and Storage (BECCS)**.
- **Direct Air Capture (DAC)**, where multiple methods are used to capture CO<sub>2</sub> directly from the air and then is then durably stored.
- **Carbon Capture and Utilization (CCU)**, but only where CO<sub>2</sub> is removed from the atmosphere and then converted to a product or product(s).

#### How do we know the increased level of CO<sub>2</sub> is from fossil fuel combustion?

There is no evidence that natural sources of CO<sub>2</sub> have increased noticeably in recent years. Instead, the atmospheric carbon isotope ratios are consistent with a fossil fuel source for the increased CO<sub>2</sub>. Fossil fuel emissions can be distinguished from naturally occurring CO<sub>2</sub> because of the differing isotopic distributions. Decreases in the ratio of atmospheric carbon-13 and carbon-14 to carbon-12 confirm that fossil fuel combustion is largely the source of the increased CO<sub>2</sub>.

#### Is climate change caused by changes in solar activity?

No, as shown in the United States National Aeronautics and Space Administration (NASA) graph below, the sun’s irradiance (energy output) does fluctuate somewhat, however it has not changed significantly during the time of increasing global temperatures. Between 1880 and 1960, there did appear to be a correlation between solar irradiation and the earth’s temperature increase. However, after 1960 solar irradiance slightly decreased while the earth’s temperature continued to sharply increase.

<sup>3</sup> [Carbon Dioxide Removal Frequently Asked Questions U.S. Department of Energy 1000 Independence Avenue SW, Washington, D.C. 20585 https://www.energy.gov/sites/default/files/2022-07/Carbon-Dioxide-Removal-FAQs\\_7.8.22.pdf](https://www.energy.gov/sites/default/files/2022-07/Carbon-Dioxide-Removal-FAQs_7.8.22.pdf)

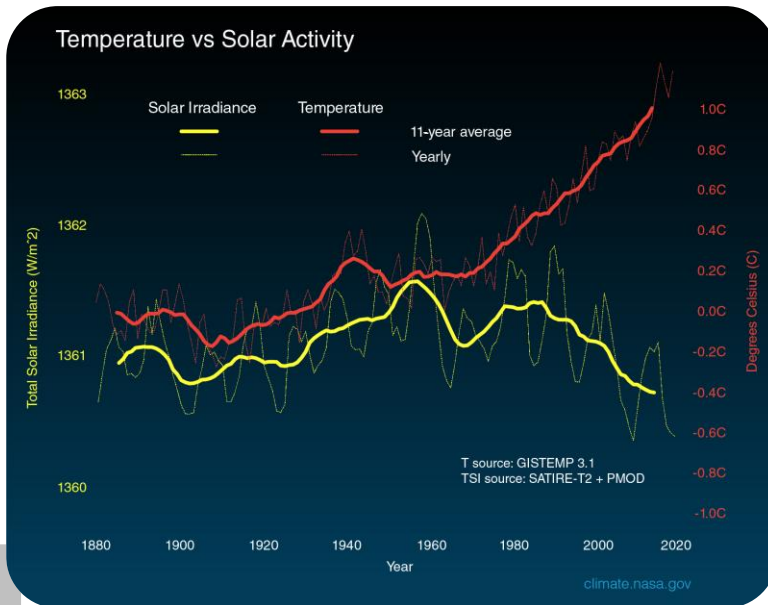
<sup>4</sup> <https://www.ipcc.ch/report/sixth-assessment-report-working-group-3/>

<sup>5</sup> IPCC, [https://www.ipcc.ch/site/assets/uploads/2019/11/11\\_Annex-I-Glossary.pdf](https://www.ipcc.ch/site/assets/uploads/2019/11/11_Annex-I-Glossary.pdf)

<sup>6</sup> IPCC, [https://www.ipcc.ch/site/assets/uploads/2019/11/11\\_Annex-I-Glossary.pdf](https://www.ipcc.ch/site/assets/uploads/2019/11/11_Annex-I-Glossary.pdf)

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<https://science.nasa.gov/resource/graphic-temperature-vs-solar-activity/>  
 Graph dated July 10, 2020  
 accessed 08/03/25

In summary, the output from the sun has not significantly changed to explain the sharp increase in global temperature since the mid 1800's.

**Are there other factors besides solar activity and GHGs that impact the earth's temperature?**

Yes, the reflectivity of surfaces illuminated by sunlight impacts the earth's temperature.

Darker surfaces like soil or ocean water absorb more sunlight and increase heating, while brighter surfaces such as ice and snow reflect sunlight. As ice sheets melt, more dark land and ocean are exposed, absorbing additional heat and accelerating further melting.

Aerosols in the atmosphere also affect how much sunlight reaches the earth's surface. Aerosols – from both natural and human sources such as dust, sea spray, fossil fuel combustion, wildfires, industry, and volcanic eruptions—block some incoming sunlight and make clouds more reflective, thus cooling the Earth. Efforts to reduce harmful aerosols for health and environmental reasons have slightly diminished this cooling effect. Although beneficial overall, this change has caused a modest, temporary rise in global temperatures compared to what they otherwise would have been. The effect is small and not a long-term driver of climate change.

## **Center of Excellence for Indoor Environmental Quality**

### **2.XXX.001 SCOPE AND PURPOSE**

The Center of Excellence for Indoor Environmental Quality (CE IEQ) focuses on strategy, thought leadership, industry collaboration, and advocacy related to building indoor environment quality. The IEQ CE works with ASHRAE councils and committees that will provide operational execution of indoor environmental quality activities.

The CE IEQ develops and maintains ASHRAE's strategy/roadmap for indoor environmental quality. It will define the annual priority of ASHRAE's indoor environmental quality projects aligned with that strategy and will work with ASHRAE Councils and subcommittees, to request/secure the funding to accomplish those projects from the Executive Committee. ASHRAE Councils and their subcommittees, standing committees, and technical committees will manage the funded projects.

### **2.XXX.002 MEMBERSHIP**

#### **2.XXX.002.1 Composition**

The members of this CE IEQ shall be as follows:

- A. Ten (10) voting members including the Chair, Vice Chair and eight (8) other voting members.
- B. Voting members shall include:
  1. Two members from outside the U.S. and Canada
  2. Two representatives from major stakeholder organizations or public health officials with IEQ expertise in topics outside of ASHRAE's core scope, such as: light quality, interior design, acoustics, water quality, air quality.
  3. One (1) past Chair of the Environmental Health Committee.
  4. One (1) current member of the Environmental Health Committee.

C. Non-voting members include the Treasurer of the Society, who shall serve as Coordinating Officer, and a liaison appointed from each of the Councils (Members Council, Technology Council and Publishing and Education Council), a liaison from the CEBD and up to three (3) members of other organizations collaborating with the CE IEQ.

#### **2.XXX.002.2 Qualifications**

- A. The Chair and Vice Chair shall hold the grade of Full Member or higher in the Society.
- B. The majority of the voting members of the CE IEQ shall hold an Associate Grade or higher in the Society.
- C. Liaisons from the Councils must be members of the Council they represent.

### **2.XXX.002.3 Term of Service**

The term of service is intended to be one (1) year for the Chair, one (1) year for the Vice Chair and three (3) years for other voting members, subject to ROB 3.300 Election and Appointment Procedures.

### **2.XXX.003 OPERATION**

#### **2.XXX.003.1 Primary Responsibilities**

The CE IEQ will take a leading role in strategic and supporting role in operational activities related to indoor environmental quality.

The following is a summary of these primary activities:

A. Strategy. Provide strategic direction for ASHRAE indoor environmental quality activities and work with the Planning Committee to incorporate appropriate goals into the Society strategic plan. ASHRAE's indoor environmental quality strategy shall be updated annually. Develop, prioritize, lead and/or participate in strategic initiatives, generally with partner organizations, that accelerate and advance indoor environmental quality on a global basis.

B. Thought Leadership. Monitor future issues and trends coordinating with EHC and publicize ASHRAE's global indoor environmental quality work to establish ASHRAE's leadership position in partnership with ASHRAE Marketing.

C. Collaboration. Coordinate joint initiatives, events, and projects with other organizations whose work complements ASHRAE's building indoor environmental quality activities.

D. Advocacy. Work with the Government Affairs Committee to provide reliable and scientifically based technical information on indoor environment quality to policymakers, media, and the public.

#### **2.XXX.003.2 Supporting Activities**

The CE IEQ shall take a supporting role in a number of operational activities and may lead an operational activity. Where the IEQ CE takes a supporting role, these activities shall be led by one or more relevant councils or committees across the global ASHRAE organization. These activities shall be coordinated by ASHRAE staff, with assistance provided by IEQ CE members as needed. The following is a summary of these activities.

A. Technical Resources. Expedite the delivery of technical resources that help design engineers and other industry professionals deliver and operate buildings with good indoor environmental quality.

B. Technical Review. Review technical content related to indoor environmental quality submitted to ASHRAE for comment and approval.

C. Standards Coordination. Assist Standards Committee, as needed, with coordination of ASHRAE and other industry standards for consistency in indoor environmental quality related terminology, definitions and guidance.

D. Training Resources. Expedite the development of on-demand and in-person building indoor environmental quality related training seminar materials for society and chapter level audiences.

E. Resource Internationalization. Tailor existing technical resources and training materials for application outside of the United States and Canada.

F. Member Engagement. Encourage ASHRAE membership to embrace indoor environment quality related practices and provide appropriate opportunities for volunteer engagement.

G. Development. Work with the Development Committee to help secure funding from industry partners foundations, governments, and other external sources for the activities of the CE IEQ.

#### **2.XXX.004 STRATEGIC PLAN**

2.XXX.004.1 The CE IEQ shall develop procedures in coordination with the Planning Committee for recommending updates to the ASHRAE Strategic Plan and Research Strategic Plan on a continuous basis.

2.XXX.004.2 At a minimum, the shall submit a report or roadmap to the Executive Committee prior to the Annual Meeting that includes the status of each activity that supports the fulfillment of the CE IEQ's assignments under the strategic plan.

2.XXX.004.3 Prior to each Annual Meeting, the committee shall report to the Executive Committee all recommendations for changes to the strategic plan as reported by the Councils reporting to the committee CE IEQ at the Annual Meeting.



## **Proposed ASHRAE Code of Ethics Enforcement Procedure**

### **Proposed New Code of Ethics Enforcement Procedure**

The ASHRAE Code of Ethics provides a foundation for the ethical interaction of members in the ASHRAE global community. It covers ASHRAE members and ASHRAE volunteer service at the Society, Regional and Chapter levels. ASHRAE does not deliberate on the ethical conduct of members outside of ASHRAE Society business.

Every member and body of the Society is responsible for upholding, supporting and enforcing the Code of Ethics. It is the preference of the Society to resolve ethical issues in a collaborative, non-confrontational manner before a complaint is made. Where such a less formal process is not appropriate or does not produce a satisfactory result, any member or body may submit a formal written complaint to the Society Executive Vice President (EVP) using the ASHRAE Ethics Complaint Form. All elements of the Ethics Complaint Form must be submitted, or the complaint will be considered invalid.

The Society's ethics review process is self-governing – ASHRAE members shall review complaints made by ASHRAE members against ASHRAE members.

The Society EVP shall acknowledge the complaint within 2 weeks of receipt.

The Members Council Regional Planning Subcommittee (RPS) Chair will maintain a roster of Ethics Review Panelists consisting of 2 volunteers from each of ASHRAE's 16 regions.

The complaint will be reviewed by a 3-member Ethics Review Panel (ERP) randomly chosen from the panelist pool by the RPS Chair. Panelists may not be from the home Region of any party involved in the complaint and must not have any conflicts of interest with the parties involved.

All work of the ERP is strictly confidential. The complainant must not tell the subject of the complaint or others that a complaint has been filed unless the ERP determines that a detailed investigation is warranted. Premature disclosure that a complaint has been filed or frivolous complaints may be considered a violation of the Code of Ethics.

The ERP may dismiss the complaint outright or conduct an investigation. If an investigation moves forward, the individual that is the subject of the complaint will be informed that a

complaint has been filed and will have the opportunity to speak to the ERP. Investigations can include review of documents and interviews with all parties involved.

Upon completing its investigation, the ERP must provide documentation on its conclusions and all supporting work. The ERP may:

- Dismiss the complaint
- Recommend counseling and training of the accused for a minor violation.
- Recommend more severe actions such as warnings, censure or termination of membership.

The Board of Directors is the final authority and may accept or modify any ERP recommendation. The Board may also request additional information. Any action against members will be governed by the provisions for discipline in the Society Bylaws. All deliberations of the BOD shall be in executive session.

Both the ERP and the Board may have access to legal counsel if needed.

Records of all code of ethics violations that are not dismissed shall be retained in the ASHRAE headquarters confidential HR files.

### **SPECIAL NOTE – SEXUAL HARASSMENT AND HOSTILE ENVIRONMENT**

Allegations of sexual harassment and hostile environment (SH/HE) often require a faster investigation and action than other alleged violations of the Code of Ethics.

SH/HE complaints shall be made in writing to the Staff Executive Vice President or to any Staff Director providing gender options for reporting. Once reported, the EVP will work with the senior officers (President, President-Elect and Treasurer) to investigate these complaints quickly in place of the ERP described above. The EVP and senior officers may take immediate actions as needed to provide a safe environment for all ASHRAE members, particularly at ASHRAE in-person events.

Complaints may be made against members or against non-members attending events organized by ASHRAE at the Society, Regional or Chapter level.

The EVP and Senior Officers will make a recommendation to the Board of Directors, which is the final authority for any action taken against someone that is deemed to have sexually harassed a member or created a hostile environment.

Code of ethics violation reporting tools will be made available via the ASHRAE365 app for annual and winter meetings.

## **Existing Ethics Enforcement Procedure**

### **3.980 Enforcement Procedures for Violation of the ASHRAE Code of Ethics (18-06-24-08/07-01-31-17)**

3.980.001 Every member and body of the Society is responsible for upholding, supporting and enforcing the Code of Ethics. It is the preference of the Society to resolve ethical issues in a collaborative, non-confrontational manner before a complaint is made.

Where such a less formal process is not appropriate or does not produce a satisfactory result, any member or body may initiate a formal written complaint requesting that the ERB (Ethics Review Board) investigate a breach of ethics by a member or body. A formal Complaint using the Ethics Complaint Form shall be forwarded to the ERB in care of the EVP (executive vice-president and chief staff officer). The complaint shall clearly identify the complainant and must be signed by a member of ASHRAE in good standing who is filing the complaint. The complaint's submittal, details, and parties involved shall be kept confidential by the ERB. If the complaint involves a member of the BOD or ERB, that person shall be recused from all deliberations and actions concerning the complaint. Complaints filed against the EVP or other ASHRAE staff members shall be referred to the ASHRAE Manager of Human Resources.

3.980.002 The statement of allegations should include:

3.980.002.1 The name and address of the member or body whose conduct is the subject of the complaint.

3.980.002.2 A statement which sets forth with specificity the alleged conduct of the member or body whose conduct is the subject of the complaint. The statement should describe any efforts made to resolve the ethical issue on an informal basis, or state reasons why informal efforts were not taken. Specifics that shall be included as a minimum are the dates, times, event details (seminar, technical, business, social, committee, communications (e-mail, webinar, telephone, memorandum), etc.), context of circumstances surrounding event, any previous contact(s) made, any subsequent contact(s) made, history of contact or relationship between the accused and complainant, any political or religious issues involved, alcoholic beverages being consumed or served, etc.

3.980.002.3 The specific provisions of the Code of Ethics which the conduct is alleged to have violated.

3.980.002.4 The names and addresses of persons believed to have direct, first-hand, and relevant knowledge pertaining to the subject of the complaint. In addition, names of the

persons (if any) that assisted the complainant to write the formal complaint shall be disclosed.

3.980.002.5 The identification and location of documentation or materials upon which the complaint is based.

3.980.002.6 A statement from the member submitting the complaint pledging full confidentiality until such time as the formal investigation is completed and declaring that they will be present at any hearing at which the complaint is being considered if so requested by the deliberating body.

3.980.003 No complaint shall be considered if based on conduct more than five years prior to the complaint or more than two years after the complainant would have reasonably been made aware of the activity forming the subject of the complaint.

3.980.004 The EVP shall acknowledge receipt of the complaint within two weeks of receipt. Copies of the complaint shall be distributed only to members of the ASHRAE ERB selected to investigate and evaluate the complaint (ROB 3.980.005 – 3.980.006). The member or body that is the subject of the complaint shall be given the legal definition of “due process” and shall be presumed, and treated as innocent until proven or adjudicated guilty by the process. The EVP shall log and keep record of all complaints, the ERB members selected to serve on any Investigative Panel or Tribunal formed and the final resolution of each complaint.

3.980.005 The Ethics Review Board (ERB) shall consist of 2 members and an alternate from each Region per ROB 2.433. The Ethics Review Board shall report directly to the ASHRAE Board of Directors. To investigate and evaluate ethics-related complaints or issues, at least three (3) members of the ERB shall be selected by lot as an Investigative Panel and, if needed, three (3) other members of ERB shall be selected by lot to form a Tribunal, The selection for Investigative Panel or Tribunal shall exclude any member named in the allegations, members from the same region of those being charged, member from the region of those making the allegations or any members with any other conflict of interest regarding the complaint. ERB members on the Investigative Panel shall not serve on the Tribunal for same complaint. If the breadth of the group for the complainant or the alleged violating party is so large as to not allow the exclusion of members from the same region, then they will be allowed as long as they are the not subject of or witness to the allegations or have other conflicts of interest with the parties represented. The EVP shall consult with ASHRAE legal counsel if there are questions about whether a conflict of interest exists for specific ERB members or staff.

3.980.006 The Members Council Regional Planning Subcommittee Chair will maintain the pool roster, assigning a number to each person, and provide only the numbers of eligible Ethics Review Board (ERB) pool candidates to the Members Council Regional Operations Chair to conduct the selection by lot. Once the Investigative Panel is formed, the

responsibility for pursuing the complaint rests with the Panel, not the complainant. The Investigative Panel will conduct a preliminary investigation. The Panel is encouraged to consult with ASHRAE's legal counsel for any questions about the methods or contacts to be employed in the investigation. During this investigation, the names of the complainant and the subject of the complaint will be kept confidential inside the Panel (i.e., to those individuals interviewed by the Investigative Panel) to the extent possible. The Investigative Panel will decide whether to terminate the complaint as unfounded, find the complaint frivolous and malicious, or find that the complaint is valid, based on their investigation.

3.980.007 The Investigative Panel may, at its discretion, terminate the complaint investigation process and report doing so to the BOD at any time if there is any disclosure of the complaint or its contents by the complainant prior to the complaint being referred to the BOD, if the complainant fails to respond to a written request for further information within sixty days, or if the complainant has initiated legal proceedings based on the same or related circumstances underlying the complaint. Such unauthorized disclosure of the complaint by the complainant is in itself a violation of the ASHRAE Code of Ethics.

3.980.008 If terminated as unfounded, the Investigative Panel will forward a report to the EVP, and the complainant and the subject of the complaint will be notified in writing by the EVP, with a complete explanation of the Investigative Panel's action. The identity of the complainant shall not be disclosed to the subject of the complaint.

3.980.009 If the Investigative Panel finds the complaint frivolous and malicious, the EVP will be informed of the findings and a Tribunal will be selected by lot to evaluate the findings regarding the filer(s) of the complaint. The Investigative Panel will conduct a full detailed investigation of the filer of the allegations and their reasons to do so. Filing frivolous and malicious complaints is in and of itself an Ethics Violation and investigation will be conducted on those filing the complaint. A Tribunal shall be formed (ROB 3.980.005) and the Investigative Panel shall deliver all evidence they have collected to the Tribunal and be available to the Tribunal to answer any questions or perform further investigation.

3.980.010 If the Investigative Panel finds the complaint valid, the EVP will be informed of the findings and a Tribunal will be selected (ROB 3.908.005) to evaluate the findings and recommend appropriate actions... The Investigative Panel shall deliver all evidence they have collected to the Tribunal and be available to the Tribunal to answer any questions or perform further investigation.

3.980.011 As soon as the EVP is informed by the Investigative Panel that allegations have not been dismissed as unfounded, the EVP shall confidentially notify the accused and accusing parties that charges have been put forward, a Tribunal has been formed, and a detailed investigation is underway. The BOD will be informed of the nature of the complaint, if it was found frivolous and malicious, and that a detailed investigation is underway.

3.980.0112 The Tribunal shall schedule a confidential hearing to allow the member or body charged to respond to the charges. The respondent shall be given thirty days' notice of the hearing before the Tribunal. The hearing may be in writing, electronic or face-to-face, at the option of the member or body charged. The hearing will be organized to minimize the cost and inconvenience to the complainant, respondent and members of the Tribunal. Based on their evaluation of the evidence and testimony of involved parties, the Tribunal shall determine the level of violation and recommend action(s) to be taken. The Tribunal may choose to recommend dismissal of the allegations as unfounded, counsel and educate the accused for a minor violation, recommend more severe action, or recommend other actions it deems appropriate. The Tribunal's disposition of the complaint shall be in the form of a complete report to the BOD, with recommendations for action. All deliberations of the Tribunal shall be in executive session.

3.980.013 The BOD shall consider the Tribunal's report and recommended actions. The BOD may also request additional information from members of the Tribunal, the Investigative Panel, or other involved parties, consistent with advice from ASHRAE's legal counsel. By a simple majority of voting members, the BOD shall determine the actions to be taken in response to the complaint. The BOD may censure, warn, suspend or expel a member or members if they are found to have violated the Code of Ethics. Any action against members will be governed by the provisions for discipline in the Society Bylaws. All deliberations of the BOD shall be in executive session.

3.980.014 A copy of all ethics violation documentation will be held confidentially by the ASHRAE Human Resources Department. The records shall be available for review by future Investigative Panels and Ethics Tribunals, as well as by the BOD, for evaluating any future complaints involving the same member. The ASHRAE HR Department shall prepare a summary of the infraction and actions taken, with identities of participants removed; this shall be made available to future ERBs and BOD investigating or deliberating about similar infractions, in order to familiarize ERB and BOD with relevant precedent. As future ethics complaints are made, the EVP or, if the EVP has a conflict of interest or other involvement, the ASHRAE HR manager shall notify the ERB that there it has a report of a relevant/related ethics violation.

## **ASHRAE Code of Ethics**

As members of ASHRAE or participants in ASHRAE committees, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct.

- A. Efforts of the Society, its members, and its bodies shall be directed at all times to enhancing the public health, safety and welfare.
- B. Members and organized bodies of the Society shall be good stewards of the world's resources including energy, natural, human and financial resources
- C. Our products and services shall be offered only in areas where our competence and expertise can satisfy the public need.
- D. We shall act with care and competence in all activities, using and developing up to date knowledge and skills.
- E. We shall avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist.
- F. The confidentiality of business affairs, proprietary information, intellectual property, procedures, and restricted Society discussions and materials shall be respected.
- G. Each member is expected and encouraged to be committed to the code of ethics of his or her own professional or trade association in their nation and area of work.
- H. Activities crossing national and cultural boundaries shall respect the ethical codes of the seat of the principal activity



Shaping Tomorrow's Global  
Built Environment Today

## **MANUAL OF PROCEDURES**

### **BOARD OF DIRECTORS**

Approved by the ASHRAE Board of Directors in June 2023

## **FOREWORD**

This Manual of Procedures (MOP) details the operating procedures followed in carrying out the general responsibilities of the Board of Directors as prescribed in the ROB. Refer to ROB volumes 1 - 3 for current operating procedures. Periodic revisions will be made to reflect changes in the Society Bylaws, Rules of the Board and methods of Society operation.

The Board of Directors may have additional duties and responsibilities that are not included in this document.

## MANUAL OF PROCEDURES

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## 1. **GENERAL RESPONSIBILITIES**

1.1. The Board of Directors shall have full and complete management and control of the activities and funds of the Society and may adopt such rules and regulations for the conduct of its meetings, the exercise of its powers, and the management of the affairs of the Society as it may deem proper, subject to the provisions of the laws of the State of New York, the Certificate of Consolidation and these Bylaws. (Bylaws Section 4.4)

1.2. In this regard, Society Legal Counsel in a letter dated November 8, 1961 stated: "As you know, Officers and Directors of a corporation are trustees for the interests of the stockholders or members; as such, they are required to exercise that degree of care and prudence which would be exercised by the ordinarily prudent business person in connection with all the affairs of the corporation. They must also act in good faith.

They cannot act on matters in which they have a self-interest contrary to the interest of the corporation. They represent the entire membership of the corporation as a whole, and cannot neglect or fail to perform their duties; otherwise, they are personally liable for any damages or loss which occurs therefrom."

### 1.3. **TRAINING**

#### 1.3.1. **Discrimination and Harassment Training**

1.3.1.1. At the first meeting of the society year the Discrimination and Harassment Policy shall be added to the agenda for reference.

1.3.1.2. All members shall review training videos titled "New York State of Opportunity – Sexual Harassment Prevention Training" Parts 1 and 2 and available on YouTube.

## 2. **MEMBERSHIP**

2.1. The officers of the society are specified by the Bylaws Article V, section 5.1.

2.2. The current Board membership is as follows,

2.2.1. Officers: each for one-year term

2.2.1.1. President

2.2.1.2. President-Elect

2.2.1.3. Treasurer

2.2.1.4. Four (4) Vice Presidents (ROB 2.407.002.1)

2.2.2. Nine (9) Directors-at-Large – elected for three-year terms in a sequence of 3-3-3. (ROB 2.200.001)

2.2.3. Fifteen (~~16~~5) Directors who also serve as Regional Chairs – elected for three-year terms in a sequence of 5-~~6~~5-5 (ROB 2.200.001)

## Board of Directors Manual of Procedures

2.2.4. The Executive Vice President is a secretary and non-voting member.

### **3. PRESIDENT RESPONSIBILITIES**

3.1. Chief Executive Officer of the Society

3.1.1. Presides at all meetings of the Society

3.1.2. Directs staff.

3.1.3. Designates council membership from Directors

3.2. Chair of Board of Directors and Executive Committee.

3.3. Designates committee membership as required by Rules of the Board.

3.4. Represents the Society at a variety of meetings, conferences, interviews, etc.

3.5. Signs certain financial instruments of the Society.

3.6. Appoints Representatives and Ambassadors for the presidential year as required.

### **4. PRESIDENT-ELECT RESPONSIBILITIES**

4.1. Shares operating responsibilities with President

4.2. President-elect is the principal assistant to the President.

4.3. Automatically succeeds to office of President at conclusion of current President's term.(SBL 5.4)

4.4. Chair of Members Council

4.5. Chair of President-Elect Advisory Committee

4.6. Appoints slate of committee chairs for Presidential year as required by Rules of the Board

4.7. Address the Annual meeting President's Luncheon outlining plans for the year and subjects to be emphasized during the term.

4.8. Prepare changes for Presidential Award of Excellence (PAOE)

4.9. Assigns Directors to strategic opportunities. Minimum eleven, maximum fourteen.

### **5. OFFICER RESPONSIBILITIES**

5.1. The officers of the Society are the President, President-Elect, Treasurer, Vice Presidents and Executive Vice President acting as Secretary (Society Bylaws Section 5.1)

## Board of Directors Manual of Procedures

- 5.2. Each officer serves as a member of the Board of Directors and Executive Committee.
- 5.3. Each of the President-elect, Treasurer and Vice Presidents serves as the chair or vice chair of a Council.
- 5.4. The Council chair or Coordinating officer shall be available for advice and assistance and shall report any problems to the President or Executive Committee. (77-06-26-07/78-02-01-15/87-06-28-19).

### **6. DIRECTOR RESPONSIBILITIES**

- 6.1. Directors-at-Large and Director and Regional Chairs serve as members of the Board of Directors and participate in formulating recommendations concerning policies, procedures, and operation of the Society.
  - 6.1.1. May be assigned as non-voting Board Ex Officio members (Board ExO) of one or more standing committees as described in ROB 2.200.00.04.
  - 6.1.2. Shall provide support to assigned committees as noted in the Board Reference manual.
  - 6.1.3. Shall assess the committee's scope, operation and personnel and suggest changes in an annual report to the BOD and responsible Council.
  - 6.1.4. Assist the committee in preparing recommendations to Council and present committee recommended motions to the council.
  - 6.1.5. Inform Coordinating Officer of deliberations or resolutions which may affect the general policies of the Society)
  - 6.1.6. May be assigned as a voting member of one council and a member of one or more BOD subcommittees.
  - 6.1.7. Shall attend all meetings of assigned councils and committees.
  - 6.1.8. BOD meetings take absolute priority.
  - 6.1.9. Approximately equal time between appointed committees if time conflicts occur.
  - 6.1.8 If not able to attend a specific meeting, select ad hoc non-voting committee or council member to attend with voice and represent the director.
  - 6.1.9 Assists with resolution of problems before the board.

**7 DIRECTOR-AT-LARGE (DAL) ADDITIONAL RESPONSIBILITIES**

- 7.1 Expected to attend CRC in region of residence and other regions as assigned by the President (79-06-24-15).
- 7.2 Work with Regional Chair to present Society and other pertinent information.

**8 DIRECTOR AND REGIONAL CHAIR (DRC) ADDITIONAL RESPONSIBILITIES**

- 8.1 Represent the Society as well as the interests of the Region in all matters of Society importance.
  - 8.1.1 Directs operations for Region.
  - 8.1.2 Responsibility to Region is supplementary and secondary in accordance with general corporation law and membership corporation law of New York.
- 8.2 Chairs the Chapters Regional Conference Committee (CRC) for the region per Society Bylaws 7.5 and is responsible for planning and conducting the CRC meeting in accordance with the Manual for Conducting Chapters Regional Conference. (91-06-23-25)
- 8.3 Interprets actions of the Board at meetings of the Chapters Regional Committee and chapter meetings. (10-06-30-15[6]/12-01-25-05)
- 8.4 Coordinate activities of Society committees with regional and chapter activities.
- 8.5 Communicate the purpose of the Presidential Award of Excellence (PAOE) and featured areas for the current year's award
- 8.6 Emphasize the necessity of student membership and chapter relations with educational institutions to interest students in professional careers within the Society's sphere of interest and in the Society.
- 8.7 Appoint the Assistant Regional Chair (ARC), a Regional Vice Chair (RVC), or the Region Members Council Representative to serve as an alternate in cases of absence. For Board of Directors meetings, the DRC shall notify the President as soon as possible as to the dates and reasons for this temporary appointment. This alternate has voice but not voting rights at Board of Directors meetings. This temporary appointment can be made in the event the DRC is ill or otherwise incapacitated but has not permanently vacated the office.
- 8.8 Visit all chapters in the DRC's assigned region at least one time in a society year. It is acceptable to delegate a visit to a regional officer. (volume 3 6.4.1)
- 8.9 Sponsor special programs in the region. (volume 3 6.6.1)

## Board of Directors Manual of Procedures

8.10 Review the activities of the chapters in the region to avoid membership or affiliation with any organization where such a liaison would compromise the following: (volume 3 6.8.1)

8.10.8.1 Section 501c(3) of the Internal Revenue Code

8.10.8.2 Items listed in the Certificate of Consolidation

8.10.8.3 Appear to be engaged in commercial activities.

### **9 EXECUTIVE COMMITTEE RESPONSIBILITIES**

9.1 Consists of the President (Chair), President-Elect, Treasurer, Vice Presidents and Secretary (SBL 7.3)

9.2 A quorum of the Executive Committee is six. The Executive Vice President (Secretary), a non-voting member, may be counted as part of this quorum. (90-02-11-03)

9.3 Between Board of Directors meetings, the Bylaws, authorize the Executive Committee to exercise administrative powers of the Board of Directors. Policy matters shall be submitted to the Board of Directors at the next meeting. (SBL 7.3)

### **10 VICE PRESIDENT RESPONSIBILITIES**

10.1 The Vice Presidents, in order of seniority as members of the Society, act for the President, the President-Elect and the Treasurer in the event of their absences. (SBL Sec. 5.8)

10.2 A Vice President is an officer, a member of the Executive Committee, a member of the Board of Directors

10.3 One or more of the four Vice Presidents, as appointed, serves as a member of the Finance Committee.

10.4 One Vice President serves as chair of each council except Members Council. (ROB 2.302.001.1 and 2.303.001.1)

10.5 Each of the officers serves as Coordinating Officer (CO) to one or more committees as described in ROB 2.200.002. (07-03-25-11)

### **11 COUNCIL CHAIR (COORDINATING OFFICER) RESPONSIBILITIES**

11.1 The council chair or CO shall serve in an advisory capacity and as a communicating link to the President and/or Board of Directors for the council and the committees assigned to the council chair or CO.

## **12 TREASURER RESPONSIBILITIES**

12.1 The Treasurer shall have custody of the funds of the Society and the Society's books of account, which shall be open to the inspection of any member of the Board of Directors. (SBL Sec. 5.6)

12.2 The Treasurer shall chair the Finance Committee. (09-01-28-26) (SBL 7.4)

12.3 The Treasurer shall be a member of the Investment Subcommittee, which shall also include the Chief Staff Officer and the Comptroller. (ROB Volume 2, Finance Committee)

12.4 The Treasurer is an officer, a member of the Executive Committee, and a member of the Board of Directors.

12.5 Signs certain financial instruments of the Society.

12.6 The Treasurer shall invest the funds of the Society in accordance with the decisions of the Investment Committee.

## **13 IMMEDIATE PAST PRESIDENT**

13.1 First year after term ends - Vice Chair of the Nominating Committee.

13.2 Second year after term ends – Chair of the Nominating Committee.

## **14 PRESIDENTIAL REPRESENTATIVES**

14.1 Any full member who is in good standing may be appointed as a Presidential Representative.

14.2 The term of the representative shall coincide with the term of the president who made the appointment.

14.3 The President is responsible to define the scope or authority and purpose of the assignment.

14.4 The representative has the authority to speak and vote on behalf of ASHRAE.

## **15 AMBASSADORS**

15.1 Any full member who is in good standing may be appointed as an ambassador.

15.2 The term of the representative shall coincide with the event or assigned trip.

15.3 The President is responsible to provide the ambassador a letter of introduction, credentials or materials required for the assigned event or trip.

15.4 The ambassador is responsible to provide a written report to the President.

## 16 ONGOING BOARD SUBCOMMITTEES AND GROUPS

### ~~16.1 Diversity, Equity, And Inclusion Subcommittee~~

#### ~~16.1.1 Scope and Purpose~~

~~The subcommittee is responsible for assisting the Board in enhancing ASHRAE's culture of Diversity, Equity, and Inclusion (DEI), acknowledging the inherent value and dignity of everyone. The subcommittee proactively pursues and celebrates diverse and inclusive communities to fuel better, more creative thoughtful ideas, solutions and strategies for the Society and the communities our Society serves.~~

### 16.1 Board Election Subcommittees

#### 16.1.1 Scope and Purpose

The below subcommittees are appointed by the President-Elect to review recommendations received for Board elected council and committee positions for the year in which they will serve as President.

- Council Nominations
- Handbook Committee Nominations
- Nominating Committee Nominations (BOD Elected Members, Alternates, Reserve Alternates)
- Research Administration Committee Nominations
- Standards Committees Nominations
- Technical Activities Committee Nominations

### 16.2 Strategic Advisory Panel

#### 16.2.1 Scope and Purpose

This panel is expected to provide general areas of support to ASHRAE in the following areas including but not limited to:

- Increase ASHRAE worldwide relevance and influence in the building industry (design, construction, and O&M) going beyond HVAC.
- Improve MVP (Member Value Proposition)
- Drive membership growth
- Attract engineers to work for our industry.
- Provide “to market” perspectives, education, and guidance in their areas of expertise.
- Create new corporate and private funding partners.

## 17 HIGH-IMPACT GOVERNANCE

### 17.1 RESOLUTION ON HIGH-IMPACT GOVERNANCE

● ● ●

SRC edit in blue

**2.416 PLANNING COMMITTEE****2.416.001 SCOPE AND PURPOSE**

(09-06-21-12C)

This committee shall perform ASHRAE's long range and strategic plan activities on a continuing basis.

**2.416.002 MEMBERSHIP**2.416.002.1 Composition (02-01-13-19/04-06-27-08/05-06-26-16/09-06-21-13/12-06-24-12/ 20-02-02-02/ 20-06-23-04)

The members of this committee are as follows:

A. ~~Between ten (10) and t~~ eleven (12) voting members, including a chair and vice chair

~~a. During the three-year strategic planning cycle, two years for strategic plan development and one year following the launch of the strategic plan, it is recommended that the membership of Planning be near the maximum allowed.~~

B. In addition to the chair and vice chair, voting members shall include

1. At least one (1) Director-at-Large,
2. At least one (1) Director and Regional Chair,
3. ~~e~~One (1) member who is serving on the YEA Committee at the time of appointment, ~~and~~
4. At least two (2) members in good standing who have not served on the Board of Directors,
5. At least three (3) ~~to five (5)~~ additional members of the Society who are serving or have served as Board members.
6. At least one voting member from each of the three (3) councils.

C. Non-voting members include

1. the Executive Vice President
2. one (1) Staff Director
3. Consultants as assigned by the President Elect
  - a. At least four (4) first-year Directors
  - b. Other Consultants

2.416.002.2 Qualifications

A. All voting members, except the member who represents YEA, must hold the grade of Full Member or higher in the Society.

B. ~~All councils should be represented on the voting membership of the committee.~~

2.416.002.3 Term of Service

(85-06-26-11/86-06-25-09/94-06-26-04)

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

**2.416.003 OPERATION**2.416.003.1 General Requirements

(09-06-21-12C/20-06-23-04)

A. The purpose of this committee is to assist the Board of Directors and the organization to think strategically in planning for the future. These activities include determining methods for soliciting creative ideas from the membership, assessing capabilities, making strategic assessments, formulating strategies, and recommending new initiatives to the Board of Directors to adopt as strategic goals on an ongoing basis.

- B. This committee shall monitor, on a continuing basis, councils' and committees' progress in achieving the Strategic Plan goals. The committee shall provide a report of findings and recommendations at the Winter Meeting of the Society.
- C. The chair of Planning shall appoint a minimum of two subcommittees to assist in the development, implementation, and monitoring of the Strategic Plan and the operation of the committee.
- D. This committee shall, on a continuing basis, review all facets of Society operation and make recommendations for changes and revisions.

#### 2.416.003.2 Meetings

This committee shall meet two times per year:

- A. This committee shall meet at the Winter and Annual Meeting.
- B. Up to two (2) additional committee meetings may be held at the discretion of the Planning Committee Chair.

(17-01-29-11)

#### **2.416.004 POLICIES, MANUALS AND PROCEDURES**

2.416.004.1 This committee is responsible for reviewing, recommending changes and interpreting the following:

- A. Strategic Goals
- B. Strategic Plan

## 2.105 ORGANIZATIONAL / STAFF

## 2.105.001 Standing Bodies

(24-01-21-04/23-05-22-02/16-06-29-10/10-01-27-01/11-06-26-21C/12-10-26-13/14-01-22-06)

The standing bodies of the Society are the Board of Directors and those listed in the table below:

Standing Body	Authorized <u>Maximum</u> Number of <u>In-</u> <u>person</u> Meetings per Year	Reporting To
Members Council*	<u>3</u> 4	Board of Directors
Publishing & Education Council	<u>2</u> 4	Board of Directors
Technology Council	<u>2</u> 4	Board of Directors
Audit	<u>1</u> 2	Board of Directors
<del>College of Fellows (COF)**</del>	<del>2</del>	<del>Members Council</del>
Center of Excellence for Building Decarbonization	<u>3</u> 2	Executive Committee
<u>Center of Excellence for Indoor Environmental Quality</u>	<u>3</u>	<u>Executive Committee</u>
Certification	<u>2</u> 4	Publishing & Education Council
Chapter Technology Transfer	2	Members Council
Chapters Regional	1	Members Council
<del>College of Fellows (COF)**</del>	<del>2</del>	<del>Members Council</del>
Conferences and Expositions	2	Members Council
Development	2	Finance
Communications	<u>2</u> 3	Members Council
<u>Diversity and Equity Committee</u>	<u>2</u>	<u>Members Council</u>
Environmental Health	<u>2</u> 4	Technology Council
Executive*	<u>3</u> 4	Board of Directors
Finance*	<u>2</u> 4	Board of Directors
Government Affairs	2	Members Council
Global Technical Interaction	2	Technology Council
Handbook	<u>2</u> 3	Publishing & Education Council
Historical	2	Publishing & Education Council
Honors and Awards	2	Members Council
Joint Exposition Policy	2	Conferences and Expositions
<u>Life Members Club (LMC)**</u>	<u>2</u>	<u>Members Council</u>
Membership Promotion	<u>2</u> 3	Members Council
<del>Life Members Club (LMC)**</del>	<del>2</del>	<del>Members Council</del>
Nominating*	3	Board of Directors
Planning	<u>2</u> 4	Board of Directors
President-Elect Advisory	<u>3</u> 4	Executive Committee
<u>Publications</u>	<u>2</u>	<u>Publishing &amp; Education Council</u>
Training and Education	<u>2</u> 4	Publishing & Education Council
<u>Publications</u>	<u>4</u>	<u>Publishing &amp; Education Council</u>
Refrigeration Technology	2	Technology Council
Research Administration*	<u>2</u> 4	Technology Council
Research Promotion	2	Members Council
Residential Buildings	2	Technology Council
Society Rules	<u>2</u> 4	Board of Directors
Standards*	<u>2</u> 4	Technology Council

Student Activities	2	Members Council
Technical Activities*	<u>24</u>	Technology Council
Young Engineers in ASHRAE	2	Members Council

\*Given specific authority or duties by Bylaws or other Rules of the Board

\*\*COF and LMC positions are not eligible for travel or transportation reimbursement from ASHRAE for attendance at meetings.

## 1.201.040 Whistleblower Policy

(14-07-02-9)

A. Expectation of Proper Conduct: ~~All: All~~ directors, officers, employees and volunteers of ASHRAE are expected to act at all times in accordance with all applicable laws and regulations, and with the policies of ASHRAE, and to assist in ensuring that ASHRAE conducts its business and affairs accordingly.

B. Reporting Credible Information: ~~The: The~~ financial and ethical integrity of ASHRAE is important, and each director, officer, employee and volunteer of ASHRAE is encouraged to report in accordance with this Policy information relating to suspected illegal or fraudulent practices of ASHRAE, or violations of policies of ASHRAE, so that these situations may be dealt with promptly and effectively. Anyone reporting suspected improper conduct shall ~~must~~ act in good faith and have reasonable cause to believe that the information shared in the report indicates that a violation has occurred. Examples of improper conduct include but are not limited to: ~~Employees should be on alert for and report:~~

- Financial records that do not accurately reflect the true nature or the timing of a transaction.
- Transactions that lack underlying documentation.
- The receipt of funds or expenditures that have not been recorded.
- Efforts to mischaracterize expenses as capital improvements.
- The misuse of reserves.
- Characterizations of transactions driven by a desire to achieve financial goals.
- Unreasonable pressure to achieve specific accounting results.
- Estimates that lack reasonable support or that have not been made in good faith.

1. Such information shall be reported to the individual's supervisor at ASHRAE or the Executive Vice President of ASHRAE, unless the report relates to the Executive Vice President, in which case the report shall be made to the Audit Committee of the Board of Directors. ~~In addition, individuals may report anonymously via the EthicsPoint hotline at 800-963-5831 or website at <http://www.ethicspoint.com> (both available 24 hours per day, seven days per week).~~
2. The Executive Vice President shall be responsible for the administration of this Policy and for reporting to the Audit Committee of the Board of Directors.

C. Confidentiality: ~~ASHRAE: ASHRAE~~ encourages anyone reporting suspected improper conduct to identify himself or herself when making a report in order to facilitate investigation of the suspected violation. ~~Reports also may be submitted anonymously through the EthicsPoint hotline or website described in Section B.1. above.~~ Reports of suspected improper conduct shall ~~will~~ be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable ASHRAE or law enforcement to conduct an adequate investigation.

D. Retaliation Prohibited: No person who makes a good faith report of suspected improper conduct in accordance with this Policy shall be subjected to intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequence for reporting information in accordance with this Policy. Any person entitled to protection believing to be the subject of any form of retaliation should immediately report the same in accordance with this Policy. Any person within ASHRAE who retaliates against another person who has reported suspected improper conduct in good faith or who, in good faith, has cooperated in the investigation of suspected improper conduct shall be subject to discipline, up to and including termination of employment or volunteer status. This Policy does not provide protection to any person who makes a false report with intent to harm ASHRAE or an individual within ASHRAE.

E. Dissemination of this Policy: ~~This~~ This Policy shall be disseminated in writing to all directors, officers, employees and volunteers of ASHRAE.

**BACKGROUND:** When reviewing the Whistleblower policy in the ROB and the Employee Handbook with the Audit Committee, it was noted that the version in the Employee Handbook was different than the one in the current version of the ROB. It appears at some point, there was a desire to add examples of fraud/types of reportable incidents and the changes were made only in the Handbook and not in the ROB.

The Audit Committee felt this could create confusion if there were two versions of this policy being distributed to staff and/or members. This is a mark-up of the ROB version to simply match what is currently in the Employee Handbook. Spirit of the policy is exactly the same - just a few specific examples/clarifications on the types of incidents that should/could be reported under this policy.