Board of Directors Meeting
Open Session Agenda
Wednesday, August 15, 2022 | 8:00 am - 12:00 pm ET (UTC-0:400)
https://ashrae.webex.com/ashrae/j.php?MTID=m8d6e93ab926fb9de0a260919f0d7d601
Meeting number: 2345 350 7350
Password: BODAUG

1. CALL TO ORDER – Mehboob
2. CODE OF ETHICS - Mehboob
   In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. (Code of Ethics: https://www.ashrae.org/about/governance/code-of-ethics) (Core Values: https://www.ashrae.org/about/ashrae-s-core-values)
3. ROLL CALL/INTRODUCTIONS - Mehboob
4. REVIEW OF MEETING AGENDA - Mehboob
5. APPROVAL OF MINUTES – Mehboob
   A.* June 26, 2022
   B.* June 29, 2022
6. EXCOM REPORT TO THE BOD
   A.* June 29, 2022
   B.* June 30, 2022
7. TECHNOLOGY COUNCIL REPORT - Maston
8.* MAKING ASHRAE A HOUSEHOLD NAME SUBCOMMITTEE REPORT – Khankari
9. DEI SUBCOMMITTEE REPORT – Thomle
10. STRATEGIC BUSINESS DEVELOPMENT SUBCOMMITTEE REPORT – Macauley
11. FISCAL FOCUS SUBCOMMITTEE REPORT – Knight
12. STREAMLINING SUBCOMMITTEE REPORT – Maston
13. DISCUSSION ON BOD COMPOSITION AND LEADERSHIP - Macauley
14. EXECUTIVE SESSION

*Indicates Attachment
15. **OLD BUSINESS**

   A.

16. **NEW BUSINESS**

   A.

17. **INFORMATION ITEMS**

   A.* Analysis Sheets – July 2022

18. **UPCOMING MEETINGS**

    Fall BOD Meeting | October 13-14, 2022 | Istanbul, Turkey

19. **ADJOURNMENT**
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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### PRINCIPAL APPROVED MOTIONS

**Board of Directors Meeting**

**Sunday, June 26, 2022**

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<th>Motion</th>
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<tbody>
<tr>
<td>1 – 4</td>
<td>Technology Council recommends that the ASHRAE position document on building decarbonization be approved.</td>
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<td>2 – 6</td>
<td>Finance Committee recommends to the Board of Directors that the 2022-23 draft budget for the General Fund, inclusive of council budgets, showing a deficit of $29,100 be approved.</td>
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<tr>
<td>3 - 6</td>
<td>Finance Committee recommends to the Board of Directors that the 2022-23 draft budget for the Research Fund showing total revenues and expenses of $3,832,600 be approved.</td>
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<tr>
<td>4 - 7</td>
<td>Finance Committee recommends to the Board of Directors that they approve a discretionary capital expenditure budget of $200,000 for fiscal year 2022-23.</td>
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<td>5 - 7</td>
<td>An additional $1.285 million be made available to complete the ASHRAE decarbonization projects per the three-year Task Force for Building Decarbonization budget attachment with funding coming from money not yet transferred to reserves with any additional money coming from general reserves and that any unused money each year roll to the next Society year budget.</td>
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<td>6 – 8</td>
<td>The Executive Committee recommends to the Board of Directors that the Public Policy Priorities (ATTACHMENT A) for Society Year 2022-23 be approved.</td>
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<td>7 - 8</td>
<td>Planning Committee recommends to the BOD that ROB Section 2.416 regarding the Planning Committee be revised as presented in ATTACHMENT B.</td>
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<tr>
<td>10 – 10</td>
<td>MOTION 7 be called to question.</td>
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MEMBERS PRESENT:
Mick Schwedler, President
Farooq Mehboob, President-Elect*
Ginger Scoggins, Treasurer
Don Brandt, Vice President*
Dunstan Macauley, Vice President
Sarah Maston, Vice President
Tim McGinn, Vice President
Jeff Littleton, Secretary
Steven Sill, Region I DRC
Ronald Gagnon, Region II DRC
Mark Tome, Region III DRC
Steve Marek, Region IV DRC
Doug Zentz, Region V DRC*
Rick Hermans, Region VI DRC
Chris Gray, Region VII DRC
Randy Schrecengost, Region VIII DRC

TYLER GLESENE, REGION IX DRC
DEVIN ABELOW, REGION X DRC
EILEEN JENSEN, REGION XI DRC
ROBIN BRYANT, REGION XII DRC
APICHIT LUMLERTPONGPANNA, REGION XIII DRC*
ANDRES SEPULVEDA, REGION XIV DRC
RICHE MITTAL, RAL DRC
KELLEY CRAMM, DAL
WADE CONLAN, DAL
DRU CRAWLEY, DAL
KEN FULK, DAL
ART GIESLER, DAL
JAAP HOGELING, DAL
KISHOR KHANKARI, DAL
ADRIENNE THOMLE, DAL
ASHISH RAKEJA, DAL*
CALL TO ORDER

Mr. Schwedler called the meeting to order at 1:30 pm.

CODE OF ETHICS

Mr. Schwedler read the code of ethics commitment and advised that the full code of ethics statement and core values are available online.

LAND ACKNOWLEDGEMENT

Mr. Schwedler read the Toronto Chapter’s land acknowledgment statement.

ROLL CALL/INTRODUCTIONS

Roll call was conducted. Members, guests, and staff were in attendance as noted above.

REVIEW OF MEETING AGENDA

Mr. Schwedler reviewed the meeting agenda. There were no changes.

APPROVAL OF MINUTES

The open session minutes from the January 30, 2022, February 2, 2022, April 6, 2022, and May 9, 2022 meetings were approved by acclimation with no changes.

REVIEW OF ACTION ITEMS

FEBRUARY 2, 2022

All action items were reported as complete

OPEN SESSION – ADDRESSES TO THE BOARD OF DIRECTORS

No written comments were submitted.

A summary of comments to the BOD are below:

Dan Pettway – Life Member, DRC 06-09, VP 12-14, ESA
Mr. Pettway stated that he is part of a group of experienced, senior ASHRAE Members. The group loves ASHRAE and meets to talk once a week about issues impacting the industry and Society.
He provided information regarding Society streamlining options to this group and there was a good discussion of Option C.

He spoke in favor of Option A – no changes. He expressed his opinion that he did not have enough information on the other options to speak for or against them.

Streamlining changes should be driven from the bottom up. He also expressed that the strategic mission of ASHRAE is the responsibility of the Planning Committee.

Mr. Pettway provided the following recommendations regarding potential streamlining efforts – eliminate duplication of DRC and RMCR; address problems on the technical side where the minority can tie up technical issues for years; decide on ANSI or ISO and develop a new business model for standards; empower the councils; concentrate on engaging the membership to get support and volunteers.

He stated that there was a unanimous vote at his CRC to not make any changes to the structure of the Society. He encouraged the BOD to listen to the members. He expressed that this was a very important topic and one that was in the BOD’s hands.

Jim Wolf – Presidential Member, Think Tank Chair

Mr. Wolf expressed concerns with the position document on building decarbonization. The draft document was approved on April 19 by the TFBD and he received access on accident. Mr. Wolf expressed his concerns with the document to the committee chair at that time.

He expressed his concern with the statement of ASHRAE’s position and expressed offense at the position as a member and building owner.

He suggested that the following statement on page ten of the PD be changed as follows:

“... by 2030 the global built environment must needs to have its 2015 GHG emissions ...”

He stated that the BOD has the authority to make this change and expressed his hope that the BOD does so.

Ruth Carter, CEO CIBSE

Ms. Carter offered her greetings to Society on behalf of CIBSE. She thanked Mr. Schwedler and all of Society for the exceptionally warm welcome.

She stated that this was her first ASHRAE gathering. The relationship between CIBSE and ASHRAE isn’t what it used to be; it is stronger.

David Underwood, Presidential Member

Mr. Underwood stated that he looked at the options being circulated amongst the BOD in terms of streamlining. He encouraged the BOD to consider the latest core value and ensure that DEI is considered when any new Society groups are developed. He stated that this is not the case with what he has seen thus far.
TASK FORCE FOR BUILDING DECARBONIZATION

SY 2021-22 TFBD FINAL REPORT

Mr. Phoenix reported that the group’s final report is attached to the agenda. He thanked the BOD for the opportunity to put ASHRAE ahead of the train. He expressed his opinion that Society has done a good job pushing forward.

Mr. Colliver reported that the final report is submitted on behalf of the over 140 members who participated in the multiple working groups. He thanked the BOD for their support. He reported that information items were included in the report for the BOD’s review.

He stated that the PD on building decarbonization is a critical statement and will allow Society to move forward very quickly.

He reported that next year’s task force will focus on adding a chapter on building decarbonization to the handbook as well as updating a number of other documents and items to include decarbonization.

Mr. Schwedler thanked Mr. Phoenix and Mr. Colliver as well as the entire TFBD for their work.

BUILDING DECARBONIZATION POSITION DOCUMENT

Mr. McGinn moved that

1. Technology Council recommends that the ASHRAE position document on building decarbonization be approved.

Mr. Hermans stated that he was the abstention in the vote from Tech Council. He stated that he has thought about his issues quite a bit since that time. He stated that his issue was with cold climates and his belief that there is a role for fossil fuels in cold climates. He spoke in favor of the motion.

Mr. Khankari spoke in favor of the motion. He stated that placing this PD on the website will not serve its real purpose. He suggested that Society take the document directly to other organizations to show leadership. He suggested that other groups in Society could take the PD to Society’s sister organizations.

Mr. McGinn reported that PDs are normally fodder for other documents. He reported that in this particular case there was a sense of urgency to get this PD developed. He stated that new information can be incorporated at a later time.

Mr. Hogeling spoke in favor of the motion. He stated that targets mentioned in the motion are in line with discussions currently taking place in Europe. He expressed thanks at Society for listening to the world’s sentiment in developing this document.

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

Mr. Schwedler thanked all members who worked on this PD.

SY 2022-23 TFBD STRATEGY AND BUDGET REQUEST

Mr. Peterson stated that if he has ever seen leadership and strategy, it is in the motion that was just passed.
He stated that leadership needs to use volunteer resources wisely. Society needs to fill the gaps with what Society excels at.

The task force is not the ultimate solution and a permanent home for this work is being investigated. The intent is for the TFBD to not exist after another year.

Mr. Peterson stated that a plan, budget, and an identification of Society’s leadership position was needed.

The BOD can expect recommendations from the TFBD at the Winter Meeting in Atlanta.

He reported that the goal is to get action as it relates to carbon neutrality. How can Society best get this information out to the marketplace? Society will likely not be the only avenue to get that information out.

There are six key guides that need working groups. The goal is to get the guides to the marketplace and conduct training. Some courses will be three-day training courses.

Outreach will be conducted by the TFBD via the website and social media. Outreach will build on the recently approved PD.

He expressed that time is of the essence. Ms. Scoggins will present a motion for the BOD’s consideration following the Treasurer Report.

Mr. Peterson was asked to clarify who would continue the work of the group after July 2022. He responded that some of the task forces’ work will continue into Society Year 2022-23, with the majority of the work being completed in the first half of the year. He reported that the task force is working to populate working groups with TC members.

He reported that the Foundation is meeting Monday and the task force will be making a funding request. If the Foundation approves the request, it would reduce the request from the BOD. The group will also be pursuing funding from DOE.

Mr. Olesen expressed his opinion that global partnerships are missing from this discussion. He stated his opinion that this presentation would not sell well outside of North America.

Mr. Hermans expressed agreement with the idea of interfacing with the TCs.

**REPORT OF THE TREASURER**

**SY 2021-22 FINANCIAL STATUS AND SY 2022-23 BUDGET PRESENTATION**

Ms. Scoggins reported that the presented update was as of the end of May. She reported that Society will end the year in a deficit but that does not include any below the line items.

She reviewed revenue trends.

**FINANCE COMMITTEE REPORT AND SY 2022-23 BUDGET APPROVAL**

Ms. Scoggins summarized revenues and expenses for Society Year 2021-22. The budget shows a deficit of $29,000, which does not include non-recurring income sources. When those non-recurring income sources are considered, the Society has a surplus budget.
She reviewed the BOD approved items approved in and since the Las Vegas meeting.

She reported that the reserve fund budget always equates to zero.

Mr. Mehboob stated that in the financial comparison, assets have gone down but there is an increase in net assets. Why are net assets up and total assets down?

Ms. Scoggins responded that the building has depreciated and created this change.

Mr. Wright added that from an asset perspective, contributions are expected over the next six years and that balance decreased by almost $1 million from one year ago. This is probably the biggest reason for the decline.

Mr. Mehboob asked how salaries decreased by $500,000. Ms. Scoggins responded that Society experienced higher turnover than anticipated in the budget.

Mr. Mehboob asked what the value of items stored at Iron Mountain is.

Mr. Wright stated that the expense to end the contract with Iron Mountain is included in the budget. He reported that Society will be done with Iron Mountain by the end of the year.

Mr. Littleton reported that the materials that are stored at Iron Mountain are offsite records. The challenge is that the cost of extricating ourselves from Iron Mountain will be quite expensive. Thousands of boxes have accumulated over 20-30 years; staff is currently going through them and ensuring that we are meeting legal obligations. In addition, a small capital investment is also required to set up shelving at headquarters. The value of the items at Iron Mountain is very low but the cost to get rid of those items is very high.

Mr. Giesler reported that the Historical Committee has expressed an interest in some of the items at Iron Mountain. He recommended that the Historical Committee be involved in the review of those items.

Ms. Scoggins moved that

2. Finance Committee recommends to the Board of Directors that the 2022-23 draft budget for the General Fund, inclusive of council budgets, showing a deficit of $29,100 be approved.

There was no discussion of the motion.

**MOTION 2 PASSED** (Unanimous Voice Vote, CNV).

Ms. Scoggins moved that

3. Finance Committee recommends to the Board of Directors that the 2022-23 draft budget for the Research Fund showing total revenues and expenses of $3,832,600 be approved.

There was no discussion of the motion.

**MOTION 3 PASSED** (Unanimous Voice Vote, CNV).

Ms. Scoggins moved that
4. Finance Committee recommends to the Board of Directors that they approve a discretionary capital expenditure budget of $200,000 for fiscal year 2022-23.

There was no discussion of the motion.

**MOTION 4 PASSED** (Unanimous Voice Vote, CNV).

Ms. Scoggins reported that the headquarters’ building loan and PV systems have been paid off. The reported cash reserves reflect the balance after paying off these loans.

Ms. Scoggins moved and Mr. McGinn seconded that

5. An additional $1.285 million be made available to complete the ASHRAE decarbonization projects per the three-year Task Force for Building Decarbonization budget attachment with funding coming from money not yet transferred to reserves with any additional money coming from general reserves and that any unused money each year roll to the next Society year budget.

Ms. Scoggins reported that in January, the Board approved a $550,000 transfer from the General Reserve Fund to implement recommendations to the Board, used to support education, publications, and communication on building decarbonization. None of that money has been spent pending a complete ASHRAE decarbonization plan.

The TFBD deliverables and activities in the TFBD plan and attachment requires additional funds. TFBD ExCom will work with ASHRAE leadership and staff to pursue potential funding and co-funding for these activities that could lower the ASHRAE investment. A request to offset costs on standards expediting is being submitted to the Foundation in the amount of $125,000 to offset standards development costs. There is also a motion currently making its way through the process that will add a cosponsor to the Standard that could also reduce standards expediting costs.

The fiscal impact will be $423,000 in 2022-23, $596,000 in 2023-24, and $257,000 in 2024-25.

Mr. Ellis spoke in favor of the motion. He stated that he is currently a member of the Planning Committee and how to respond to climate change was the leading topic members wanted more information about.

He stated that the 2/3 rule is intended to keep Society from just keeping money in the bank. Society has a number of un-invested reserves. He stated that Society has the money and rules that say we must spend it.

Mr. Glesne spoke in favor of the motion, generally. He stated that there is a 20% contingency in the cost. Would the allocation year to year be short or long of the TFBD’s life span?

Ms. Scoggins responded that the contingency is there because the total cost is not known at this point. The money needs to roll because things may be started in one Society year and not finished. Society does not currently have the money, but it will come from our headquarters’ donor over the next seven years.
Mr. Mehboob spoke in favor of the motion. He expressed his opinion that Society needs to catch up and maintain our global position as the body of excellence. He stated that the motion is conservatively projected.

Mr. Conlan spoke in favor of the motion. He stated that the motion calls for a large investment. Is there a plan for how this will be monitored and successfully implemented?

Ms. Scoggins responded that the Finance Committee will have a tracking effort next year to monitor these funds.

MOTION 5 PASSED (Unanimous Voice Vote, CNV).

Mr. Schwedler commended the BOD for the work already done and moving forward.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

MAY 10, 2022

Mr. Schwedler reported that there are no recommendations for the BOD’s consideration.

He reported that ExCom approved a motion allowing Society Officers to use accrued American Express points, at their discretion, at the end of their service.

There were no objections to ExCom’s decision.

JUNE 25, 2022

Mr. Schwedler moved that

6. The Executive Committee recommends to the Board of Directors that the Public Policy Priorities (ATTACHMENT A) for Society Year 2022-23 be approved.

There was no discussion of the motion.

MOTION 6 PASSED (Unanimous Voice Vote, CNV).

PLANNING COMMITTEE

Mr. Klock thanked the Planning Committee’s subcommittees for all their hard work. He extended a special thanks to staff liaison Ms. Jolly for all her hard work.

Mr. Macauley moved that

7. Planning Committee recommends to the BOD that ROB Section 2.416 regarding the Planning Committee be revised as presented in ATTACHMENT B.

Mr. McGinn asked for clarity on how long each Director was to serve on the committee.

Mr. Klock responded that the intent was that they be one-year appointments.

Mr. Littleton stated that they would have to be one-year terms because of the reference to four first year Directors.
Mr. Mehboob asked for clarification on consultants serving on the committee.

Ms. Thomle stated that there can be consultants and if so, they would be first-year directors or other directors could be added.

Mr. Giesler moved and Mr. Marek seconded that

8. Section C of MOTION 7 be amended as shown below:

   C. Non-voting members include
      1. the Executive Vice President,
      2. one (1) Staff Director,
      3. At least four (4) first-year Directors and consultants as assigned by the President Elect.

      a. Other Consultants

Mr. Gray spoke against the amendment. He stated that the proposed amendment makes no meaningful change.

Mr. Mehboob spoke against the amendment. He stated that the change increases the size of the Planning Committee.

Ms. Jensen spoke against the amendment. She stated that the proposed amendment removes flexibility that was intended in the original motion.

Ms. Hanson asked if this change will have to be reconsidered if proposed streamlining efforts are approved.

MOTION 8 FAILED (Voice Vote, CNV).

Discussion of the original motion resumed.

Mr. Marek spoke in favor of the motion. He stated that there are no stated terms of service, but they are intended to be three-year terms.

Ms. Scoggins asked what this motion is trying to solve.

Mr. Klock stated that some of the changes are in response to requests from the 2030 group.

Mr. McGinn spoke against the motion. He stated that he was not sure that the proposed changes solve a lot. He suggested that it might be best to appoint outgoing members so they can share their wisdom. He suggested that changes wait until streamlining efforts are finalized to make substantive changes to the Planning Committee.

Mr. Mehboob stated that one year from now it is possible that there won’t be four first-year Directors. He suggested that the proposed edits have not been thought out thoroughly.

Mr. Schwedler stated that consultants are appointed for one-year and would roll off the committee after the first year.

Mr. Klock stated that it is preferred that first-year Directors serving as consultants be struck if the motions is going to be voted down so that the committee can move forward operationally.
Ms. Scoggins moved and Mr. Hermans seconded that

9. Section C of MOTION 7 be amended as shown below:

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

Mr. Gray, Ms. Bryant, and Mr. Giesler spoke against the amendment.

Mr. McGinn stated that the Planning Committee often hires outside consultants to assist with Strategic Plan development.

Mr. Crawley spoke against the amendment. He stated that ‘Other Consultants’ was redundant.

**MOTION 9 FAILED** (Voice Vote, CNV).

Mr. Hermans moved that

10. MOTION 7 be called to question.

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

**MOTION 7 PASSED** (16:13:0, CNV).

**RECOGNITION OF OUTGOING CHAIRS**

Mr. Schwedler recognized outgoing chairs Mr. Fulk, Mr. Risley, Mr. Wolf, Ms. Scoggins, Mr. Boyce, Mr. Klock, Mr. Wentz, and Mr. Fick for their service.

**EXECUTIVE SESSION**

Executive session was called at 4:13 pm.

Open session reconvened at 4:48 pm.

**NOMINATING COMMITTEE**

Mr. Boyce reported that the Nominating Committee had no recommendations for the BOD’s consideration.

He reviewed the committee’s information items.

**AUDIT COMMITTEE**

Mr. Fulk reported that the Audit Committee had no recommendations for the BOD’s consideration.

He reviewed the committee’s information items.
BUILDING EQ

Mr. Constantinide reported that the operational carbon metric was in place. He thanked the BOD for the investment and reported that the metric has been added online.

He reported that the headquarters building score and carbon score were both zero.

PRESIDENTIAL AD HOC COMMITTEE AND TASK GROUP REPORTS

HQ BUILDING AD HOC

Mr. Boyce reported that the headquarters building is pretty much finished. There was an issue with the DOAS that is being worked on and is expected to be done shortly. He reported that a number of submeters were installed and are currently being integrated.

An IT company has proposed a lighting system of thin PV. It has been installed and is currently providing information on usage.

He reported that the group is working to understand the intelligence of the building. Proposals have been received that would enhance the intelligence of the building.

Mr. Leung stated that it would be great to start thinking about how much refrigeration goes into the system and track that. Would be good to start tracking so that information can be reported to the industry to show that Society is walking the talk.

Mr. Boyce reported that the digital twin organization is developing maintenance management to help the group better understand the systems and effectiveness.

DECARBONIZATION THINK TANK

Mr. Wolf reported that the Think Tank accomplished its goal of coming up with the ‘big idea.’ The TFBD is moving into a new phase and it is time to integrate the ‘big idea’ into the Task Force.

He reviewed the group’s full report.

RECOGNITION AND REMARKS FROM OUTGOING BOD MEMBERS

Outgoing BOD members Mr. Lumlertponpana, Mr. Zentz, Mr. Marek, Ms. Bryant, Mr. Hogeling, Ms. Cramm, Mr. Hermans, Mr. Brandt, and Mr. McGinn were recognized and made remarks to the BOD.

Mr. Schwedler expressed his thanks and gratitude to the BOD.

NEW BUSINESS

REPORT OF THE PRESIDENT

Mr. Schwedler reported that the report was attached to the agenda for the BOD’s review.

INFORMATION ITEMS

Mr. Schwedler reported that an appointments update, Simplified Rules of Order Quick Reference, and Standards Analysis Sheets were attached to the agenda for the BOD’s review.
UPCOMING MEETINGS

Mr. Schwedler reviewed the BOD’s upcoming meetings.

ADJOURNMENT

The meeting adjourned at 5:27 pm.

Jeff H. Littleton, Secretary

ATTACHMENTS:

A. Public Policy Priorities for SY 2022-23
B. Proposed Edits to ROB 2.416
**Support Sustainable Building Practices including Building Decarbonization to Mitigate Climate Change**

Buildings and their heating, ventilation, air conditioning and refrigeration (HVAC&R) systems directly and indirectly contribute to GHG emissions. Buildings are responsible for more than 35% of global final energy use and nearly 40% of energy-related greenhouse gas emissions worldwide. Eliminating greenhouse gas emissions from the built environment is essential to address climate change. ASHRAE is advancing additional tools to support decarbonization across a building’s entire life cycle, including building design, construction, operation, occupancy, and end of life. ASHRAE is targeting emissions from the operation of buildings as well as those embodied in building materials and the construction process.

In addition to government adoption of robust energy standards such as ASHRAE Standard 90.1 (commercial), 90.2 (residential), 90.4 (data centers), 189.1/IgCC (green buildings) and 189.3 (high-performance health care facilities) for new construction, ASHRAE supports policies and programs to improve the energy and carbon performance of existing buildings such as adoption of Standard 100 and through policies such as building performance standards, building benchmarking and labeling requirements.

**Promote Healthy Buildings and Reduce Indoor Environmental Risks**

Supporting the health and well-being of building occupants is the most important feature of the indoor environment. Providing acceptable indoor air quality is an essential building service that should be achieved while also improving building energy efficiency, sustainability, and resiliency. The latest versions of ASHRAE Standards for Ventilation and Indoor Air Quality (62.1 for commercial buildings, 62.2 for residential, and 170 for health care facilities) should be adopted in building codes and regulations. Importantly, ASHRAE supports policies that minimize pathogen transmission through building systems, including HVAC and water systems. With the world still challenged by COVID-19, ASHRAE will continue to disseminate the extensive resources developed by its Epidemic Task Force, including guidance documents, webinars, and training sessions, which can guide preparation for this and future pandemics. Recently updated ASHRAE Standard 188-2021 and Guideline 12-2020 present a framework and guidance for *Legionella* risk mitigation. ASHRAE can provide technical expertise and serve as a resource for policymakers and elected officials to address these indoor environmental health risks. ASHRAE recommends that policymakers cite ASHRAE standards and guidance in legislation and policies to reduce the risk of pathogen transmission in buildings, including in schools and congregate housing.

**Ensure the Orderly and Safe Phasedown of High-GWP HFC Refrigerants**

ASHRAE supports the global phasedown of the production and consumption of Hydrofluorocarbon (HFCs) refrigerants that have high-Global Warming Potential (GWP), including through legislation, regulations, and policy. Governments are mandating the near-term use of lower GWP refrigerants, which can have some flammability. ASHRAE Standard 15-2019, *Safety Standard for Refrigeration Systems*, and Standard 34-2019, *Designation and Classification of Refrigerants* should be adopted quickly to help ensure the safe use of these refrigerants. Additional ASHRAE resources include the *Update on New Refrigerants Designations and Safety Classifications* factsheet, which was developed through a cooperative agreement with UNEP. ASHRAE is also working with UNEP to assist developing countries with the adoption of state-of-art technologies and deployment of lower-GWP refrigerants to protect supply of food and medicine (including vaccines), as well as provide increased comfort and productivity while meeting sustainability goals.
• **Advance Design and Construction of Resilient Buildings and Communities**
  Resiliency is an increasingly important societal, economic, and technical issue that will have a major impact on how buildings are designed, renovated and operated. For example, the increasing threat of wildfires has led ASHRAE to produce technical materials such as the Planning Framework for Protecting Commercial Building Occupants from Smoke During Wildfire Events.

  As investments are made to improve infrastructure, buildings should be included, as they are vital for protecting the public when natural and human-induced events occur. A building’s ability to recover and be available to occupants following such an event can have widespread economic and health implications. In particular, up-to-date building energy and indoor air quality (e.g., ventilation, filtration) standards are essential elements of providing resilient buildings. Unfortunately, most states have not adopted the most recent standards and codes that are based on the latest research and technological innovation, which could make building occupants more vulnerable to disasters. In addition, policies and regulations that require qualified HVACR engineering and technical professionals to be an integral part of building design, construction, and operation are encouraged as these can result in a more resilient and safer built environment.

• **Support Adoption of the Latest Edition of ASHRAE’s Energy Standards into Building Codes**
  Energy efficiency can be improved significantly through the adoption and effective implementation of the most recent version of Standard 90.1 Energy Standard for Buildings Except Low-Rise Residential Buildings, which has provided the minimum requirements for the energy-efficient design in the United States for over 40 years. Although its adoption in the U.S. by States is required by the Energy Conservation and Production Act (ECPA), most States are using dated versions of the standard, resulting in buildings with higher energy needs and costs. Residential buildings and data centers can also achieve improved performance, save energy costs, and reduce climate impacts when jurisdictions adopt ASHRAE Standard 90.2 (residential) and Standard 90.4 (data centers).

• **Strengthen and Increase Diversity in the HVACR Workforce**
  Strong education in science, technology, engineering and mathematics (STEM) to develop the pipeline of technicians, engineers and scientists is critical to our future well-being and standard of living. ASHRAE supports policies that strengthen STEM at all educational levels, including through use of ASHRAE’s extensive educational offerings. Policy makers should consider requiring ASHRAE certification programs to ensure professionals have the knowledge to improve building performance.

  ASHRAE’s Board of Directors is committed to proactively pursuing and celebrating diverse and inclusive communities, as it fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and for the communities we serve. We respect and welcome all people regardless of age, gender, ethnicity, physical appearance, thought style, religion, nationality, socio-economic status, belief system, sexual orientation or education.
2.416 PLANNING COMMITTEE

2.416.001 SCOPE AND PURPOSE
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
The members of this committee are as follows:
A. Between nine ten (910) and 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 launching of the strategic plan, it is recommended that the membership of Planning be nearest the maximum allowed.
   b. During the two-year "gap" between development of a new five-year strategic plan, it is recommended that the membership of Planning be nearest the minimum allowed.
B. In addition to the chair and vice chair, voting members shall include
   1. one (1) Director-At-Large,
   2. one (1) Director and Regional Chair,
   3. one (1) member who is serving on the YEA Committee at the time of appointment, and
   4. two (2) members in good standing who have not served on the Board of Directors,
   5. up to three (3) to five (5) additional members of the Society who are serving or have served as Board members
C. Non-voting members include
   1. the Executive Vice President,
   2. one (1) Staff Director,
   3. and 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
A. The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 Election and Appointment Procedures.
B. The term of service of the Vice President shall be limited by his or her term in office.

2.416.003 OPERATION

2.416.003.1 General Requirements
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, and guide the councils and committees in implementing, and monitoring the use 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.

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
MINUTES
BOARD OF DIRECTORS MEETING

TORONTO, ON
Wednesday, June 29, 2022

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, June 29, 2022

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## PRINCIPAL APPROVED MOTIONS

**Board of Directors Meeting**  
**Wednesday, June 29, 2022**

<table>
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| **1 – 3** | The following motions be approved as a consent agenda:  
**A.** That Fiducient Advisors, LLC be approved as ASHRAE investment advisor for fiscal year 2022-2023.  
**B.** That Jones & Kolb be approved as ASHRAE Certified Public Accountants for fiscal year 2022-2023.  
**C.** That the appropriate and required bank resolutions for institutions in which ASHRAE funds are deposited as executive by officers for fiscal year 2022-2023 be approved.  
**D.** That McGuire Woods be approved as the Society’s law firm of record for the fiscal year 2022-2023. |
| **2 – 5** | Members Council recommends to the Board of Directors that Society approve a moratorium of 24 months on the membership renewals of the members of ASHRAE Sri Lankan Chapter with immediate effect. |
| **3 – 6** | Members Council recommends to the Board of Directors that the ASHRAE Rules of the Board (ROB) be updated as follows, effective January 2023:  
* 2.411 Honors and Awards Committee  
* 2.411.003.5 Award Programs  

**A.** This committee shall receive recommendations, select, and recommend to the BOD individuals to be considered for the following honors and awards:  
1. Honorary Member  
2. Fellow  
3. Pioneers of the Industry  
4. ASHRAE Hall of Fame  
5. F. Paul Anderson Award  
6. ASHRAE Award for Distinguished Public Service  
7. Louise and Bill Holladay Distinguished Fellow Award  
8. Andrew T. Boggs Service Award  

This committee shall select and recommend to Members Council individuals for the following awards:  
1. Distinguished Fifty-Year Member Award  
2. Distinguished Service Award  
3. Exceptional Service Award  
4. Crosby Field Award  
5. Willis H. Carrier Award  
6. Transactions Paper Awards  
7. Honorary Member  
8. Fellow |
9. **Pioneers of the Industry**  
10. **ASHRAE Hall of Fame**  
11. **F. Paul Anderson Award**  
12. **ASHRAE Award for Distinguished Public Service**  
13. **Louise and Bill Holladay Distinguished Fellow Award**  
14. **Andrew T. Boggs Service Award**

### 4 – 7

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

A. **RAL Sub-Region Chair Qualifications and Responsibilities** *Manual of Chapter Operations*

B. Fees, Dues and Privileges

C. Criteria for Formation of a New ASHRAE Region

D. Criteria for the Formation of a New Chapter

E. Chapter Technical Publications

F. Chapter and student branch constitutions and bylaws

G. Manual for Conducting a Chapters Regional Conference

H. **Region Operations Manual**

### 5 – 8

The Board of Directors approve the following as a consent agenda:


7 - 11 The Board of Directors approve the following as a consent agenda:

A. 12 Standards Committee recommends that the following Title, Purpose and Scope (TPS) be approved and that a new Standard Project Committee be formed:

**Title:** Method of Testing In-Room and HVAC-duct mounted Devices and Systems and In-Room devices for Particle and Microorganism Removal or Inactivation in a Chamber with a Recirculating Duct System  
**Purpose:** The standard provides a method of test for evaluating in room HVAC-duct mounted devices and in-room devices and systems for particle and microorganism removal or inactivation in a chamber with a recirculating duct system.  
**Scope:**

2.1 The method of test specifies specific particle or selected indicator microorganisms in the test chamber and defines procedures for generating the particles or bioaerosols required for the method of test.  
2.2 This standard provides a method for counting the number of specific particles or viable microorganisms in the chamber to calculate the elimination efficiency for each specific particle or microorganism. Reporting of results obtained from the test data, and establishes a reporting system to be applied to HVAC-duct mounted devices and in-room devices and systems covered herein.  
2.4 This method of test requires a chamber with a recirculating duct system.  
2.5 This standard does not address the health and safety effects of operating devices and systems in an occupied room.

B. Standards Committee recommends that the following Title, Purpose and Scope (TPS) be approved and that a new Standard Project Committee be formed:
Title: Method of Test for Assessing the Gas-Phase Performance of Air Cleaning Devices and Systems in a Duct-Chamber Apparatus

1. Purpose: To provide a laboratory test method for evaluating air cleaning devices for challenge gas removal in a combined duct-chamber system with continuous recirculation.

2. Scope:
2.1 This standard specifies a duct-chamber test method for measuring the performance of in-duct and in-room air cleaning devices with continuous recirculation through the duct and chamber.
2.2 The test method measures the performance of air cleaning devices for removing challenge gases.
2.3 This test method is conducted at elevated challenge gas concentrations (relative to ventilation applications) and therefore should be used to compare devices rather than directly predict performance in real world applications. The challenge gas and likely byproducts will be measured over time.
2.4 Air cleaner performance is defined as the total impact of the air cleaner on the challenge gas in the chamber air and including any gaseous or particulate byproducts.
2.5 This standard provides performance specifications for the equipment and measurements required to conduct the test method, defines procedures for calculating and reporting results and provide a results reporting system.
2.6 This standard does not address the health and safety effects of operating devices and systems in an occupied room.

8 - 12 Technology Council recommends that ASHRAE jointly sponsor ASHRAE Standard 240P, Evaluating Greenhouse Gas (GHG) and Carbon Emissions in Building, Design, Construction and Operation with ICC (International Code Council) with ASHRAE as the lead cosponsor following ASHRAE’s ANSI development procedures.

9 - 13 Technology Council recommends that ASHRAE jointly sponsor ASHRAE Standard 232P: Schema-Based Building Data Model Protocols, with IBPSA (International Building Performance Simulation Association) with ASHRAE as the lead cosponsor following ASHRAE’s ANSI development procedures.

10 - 14 Technology Council recommends to the Board of Directors that Rules of the Board 2.432.01, Membership, and 2.423.02, Operations, be revised as shown:

2.432.01 MEMBERSHIP
2.423.01.1 Composition

The members of this committee are as follows: (19-01-16-14)
A. Maximum of fifteen (15) voting members, including a chair and a vice chair;
B. Voting members shall include:

1. One past member of Standards Committee
2. One past member of Research Administration Committee
3. One past member of Members Council
4. One past member of Environmental Health Committee
5. One representative of the home/multi-family building/remodeling industry or other residential industry segments.
6. Two current or past chairs or other committee officers of a technical committee or standards project committee involved in residential issues
7. At least one member from outside the U.S. and Canada
8. Two representatives of major residential stakeholder organizations for or government agencies (as noted on RBC Stakeholder list available from staff liaison.
9. One past Society officer
10. Members-at-Large as needed.

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

2.423.01.2 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 committee must be ASHRAE members of Associate Grade or higher.
C. Voting members shall be considered for their ASHRAE experience including membership on other Technology Council Standing Committees (Standards, RAC, TAC, and EHC) as well as for participation in grassroots efforts under Members Council and at the chapter/regional level.
2.423.01.3 Term of Service
The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 Election and Appointment Procedures.

2.423.02 OPERATION
2.423.02.1 General Requirements

This committee shall maintain a long-range plan for ASHRAE’s role in the “Buildings” conferences (sponsored by BETEC and ASHRAE) and submit this plan to Technology Council at the Annual Meeting.

| 11 - 15 | Society Rules Committee recommends to the BOD that the Board of Directors MOP be approved as presented in ATTACHMENT B. |
| 12 - 16 | Society Rules Committee recommends to the BOD that changes to the ASHRAE |
Simplified Rules of Order and Quick Reference be approved as presented in ATTACHMENTS C and D.

13 - 16 Society Rules Committee recommends to the BOD that changes to the ROB Section 2.417 regarding PEAC Composition be approved as presented in ATTACHMENT E.

15 - 19 MOTION 14:

*The Society implement the recommended revisions to the ASHRAE Board of Directors and councils’ structure as listed in Appendix I of the Board Composition and Leadership Structure Subcommittee Final Report dated June 26, 2022 (ATTACHMENT F).*

be postponed until the Fall BOD Meeting on October 13-14, 2022.

### ACTION ITEMS

**Board of Directors Meeting**

**Wednesday, June 29, 2022**

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<td>1 – 14</td>
<td>Littleton</td>
<td>Ensure that future Standards and TPS motions include a fiscal impact for the BOD’s consideration.</td>
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<td>Littleton</td>
<td>Investigate if there are any legal impediments to creating a WhatsApp Group for the BOD.</td>
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MEMBERS PRESENT:
Farooq Mehboo, President*
Ginger Scoggins, President-Elect
Dennis Knight, Treasurer
Billy Austin, Vice President
Dunstan Macauley, Vice President
Sarah Maston, Vice President
Ashish Rakheja, Vice President*
Jeff Littleton, Secretary
Steven Sill, Region I DRC
Ronald Gagnon, Region II DRC
Mark Tome, Region III DRC
Bryan Holcomb, Region IV DRC
Jim Arnold, Region V DRC
Susanna Hanson, Region VI DRC
Chris Gray, Region VII DRC
Randy Schrecengost, Region VIII DRC
Tyler Glesne, Region IX DRC
Devin Abellon, Region X DRC
Eileen Jensen, Region XI DRC
John Constantinide, Region XII DRC
Cheng Wee Leong, Region XIII DRC
Richie Mittal, RAL DRC
Blake Ellis, DAL
Luke Leung, DAL
Wei Sun, DAL*
Dru Crawley, DAL*
Ken Fulk, DAL
Art Giesler, DAL
Wade Conlan, DAL
Kishor Khankari, DAL
Adrienne Thomle, DAL

GUESTS PRESENT:
Mick Schwedler
Steve Rosenstock
Jaap Hogeling
Douglas Fick
Michael Athera
Alex Frant
Conor Murray Sr.
Connor Deane Jr.
Sooria Narsiah
Yasaman Amidpour
Marelle Paas-O’Brock
Courtney Araiza
Luiz Piccoli Jr.
Juliana Pellegrini
Badri Patel
Abhishek Khurana
Niss Feiner
Kevin Marple
Craig Messmer
Doug Cochrane
Christine Reinders-Caron
Azadeh Ghadimi
Darryl Boyce
David Griffin II
Trent Hunt
Ibrahim Alagraa*
Rupesh Umtol
Alan Neely*
Mohamed Yassein*
Tony Abate*
Ghassan Al Ali*
Ahmed Alaa Eldin*
Mike Bell*
Sayani Sri Haribabu*
Ade Awujoola*
Chandra Sekhar*
Liju Thomas Eappen*
Nivedita Jadhav*
Keiron Nanan*
Meagan Gibbs*
Van Baxter*
Mohamed Eltaieb*
Amr Suliman*
Adil Inam*
Richard Gunpat*
Olu Soluade*
Steph Kunkel*
Abbas Sajid*
Vinod Venugopal*
Abdul Rehman*
Joshua Vasudevan*
Craig Wray*
Eman Abu Taleb*
Mr. Schwedler asked if there was any further business to come before the assembly. Hearing none, he declared the 2021-22 ASHRAE Annual Meeting adjourned.

**CALL TO ORDER**

Mr. Mehboob called the meeting to order at 2:00 pm.

**CODE OF ETHICS**

Mr. Mehboob read the code of ethics commitment. He notified all in attendance that the full code of ethics statements and core values were available online.

**LAND ACKNOWLEDGEMENT**

Mr. Mehboob read the Toronto Chapter’s land acknowledgment statement.

**ROLL CALL/INTRODUCTIONS**

Roll was conducted. Members, guests, and staff in attendance as noted above.

**REVIEW OF MEETING AGENDA**

‘Making ASHRAE a Household Name Report’ was added to Old Business.

**OPEN SESSION – ADDRESSES TO THE BOD**

Comments submitted to the BOD in writing were read and are included in ATTACHMENT A.

Niss Feiner addressed the BOD. A summary of his comments are below:

*Thank you for your leadership and vision.*

*The DEI Subcommittee has done good work and the conversations have been inspiring. Still have work to do. As engineers we know that things change because you apply pressure or heat. Have never felt more supported. Thank you for your work to make ASHRAE a more welcoming and inclusive environment.*

*Thank you for adding the land acknowledgement statement to agendas at this meeting.*
REPORT OF THE 2022 ANNUAL MEETING

REPORT ON SPRING 2022 MEMBER BALLOT

Mr. Littleton reported that there were 2,992 responses to the ballot, which represents 6.83% of members eligible to vote.

New officers and directors were approved by 99% of respondents.

He reported that the two proposed bylaw changes were also approved – 96.5% voted to approve the change to VP terms and 86% voted to approve changes to the total BOD size range.

TORONTO ANNUAL MEETING RECAP

Mr. Owen reported that bookstore sales totaled $18,670 which is about 1/3 the average revenue for an Annual Conference bookstore. For perspective, the previous highest was Salt Lake City in 2008 at $82,000 and the previous lowest was Kansas City in 2019 at $35,000. Factors affecting these results include overall lower face-to-face attendance at the conference and the latest revisions of major standards being published this fall.

He reported ALI’s eight courses at the conference had 81 total attendees, which is less than half of the average of about 200 attendees for recent Annual Conferences. Revenue for courses was $19,768 versus the average of $34,000. For perspective, the previous highest recent totals were Kansas City in 2019 which had 212 attendees and $44,000 in revenue, and the lowest was Atlanta in 2015 which had 153 attendees and $25,000 in revenue.

Factors affecting ALI results include overall lower conference attendance plus the last-minute withdrawal of two of the ten courses originally scheduled.

Ms. Abrams reported that there were a total of 1,363 onsite registrants and 265 virtual registrants. Total revenue generated from registration was $40,205, which represents 2/3 of the total registration revenue from the Kansas City conference, which was the previous low.

She reported that Climate Change issues for Decarbonization was the most popular hybrid seminar, with 110 in-person attendees and 69 virtual attendees.

CONSENT MOTIONS

Mr. Constantinide moved and Ms. Thomle seconded that

1. The following motions be approved as a consent agenda:

   A. That Fiducient Advisors, LLC be approved as ASHRAE investment advisor for fiscal year 2022-2023.
   B. That Jones & Kolb be approved as ASHRAE Certified Public Accountants for fiscal year 2022-2023.
   C. That the appropriate and required bank resolutions for institutions in which ASHRAE funds are deposited as executive by officers for fiscal year 2022-2023 be approved.
   D. That McGuire Woods be approved as the Society’s law firm of record for the fiscal year 2022-2023.
MOTION 1 PASSED (Unanimous Voice Vote, CNV).

2022-23 APPOINTMENTS AND BOARD ELECTED POSITIONS

Mr. Mehboob reported that these lists are provided to the BOD as an informational item.

ISTANBUL HVAC SUMMIT, CRC, AND BOD MEETING

Mr. Mehboob reported that the BOD approved the Fall BOD Meeting take place in conjunction with the RAL CRC in Istanbul. It was also decided that Society would also host a global HVAC summit simultaneously, to deliberate on issues of the day along with our industry partners.

Mr. Mittal thanked the BOD for hosting the Fall BOD Meeting alongside the RAL CRC. He stated that RAL will be celebrating its 20-year anniversary and there will be a big celebration. It will be a great opportunity for RAL members to meet the BOD.

He reported that the events will take place at the largest hotel in Istanbul.

BOD members were asked to plan to be in Istanbul October 8-14. The first day will consist of a tour of the old capital.

Mr. Mehboob added that the BOD’s official business will be on October 10 and 11. BOD members should plan to arrive on October 9 to participate in the summit. Official BOD business ends on October 14 and members can travel home on October 15.

BOD members are welcome to come a day early (October 8), at no cost, to tour the city of Bursa, compliments of RAL.

He added that the fall BOD Meeting will be a chance for BOD members to bond and will provide greater understanding of that part of the world.

It was reported that the packages listed online are not meat for BOD members, and special arrangements will be circulated following this meeting. BOD members will make their own reservations and submit for reimbursement via an expense report following the event.

Mr. Mehboob reported that the presentation on the Global HVAC Summit was put together by Presidential Member Olesen. He was unable to attend the meeting as he was traveling home from the conference.

He reported that critical issues of the day to be addressed at the Global Summit have been identified, with input from AASA. Some of the issues identified were discussed at the recent CIBSE meeting.

There will be 10-12 breakout sessions during the summit, led by moderators. A set of recommendations will come from each of the breakout sessions.

COUNCIL REPORTS

MEMBERS COUNCIL

Ms. Scoggins reported on behalf of the council.
Ms. Scoggins moved that

2. **Members Council recommends to the Board of Directors that Society approve a moratorium of 24 months on the membership renewals of the members of ASHRAE Sri Lankan Chapter with immediate effect.**

Ms. Scoggins reported that Sri Lanka as a country is confronting a grim situation cause by a precarious balance of payment, severely depleted foreign exchange reserves and run-away inflation that has made survival of their citizens extremely difficult.

The Economy of the Island Nation is solely dependent on tourism and agriculture (mainly tea). Tourism has been majorly affected by the Pandemic (as most countries are). Agriculture has been crippled due to various reasons which could partly be ascribed to failed state policies. All this has led to the high inflation and shortage of essential commodities like foodstuff, petrol, oil and even life support medicines and a very sharp erosion of the Sri Lankan Rupee (see attached data published by the Central Bank).

The country is currently going through the throes of a regime change. IMF has been approached for a bail out. There have been some crushing impacts. Businesses have collapsed. Projects have come to a stand-still (due to non-availability of plant, machinery, and materials). People have taken to the streets and there is a civil unrest. All this has led to wide-spread job losses.

Many of our members have been impacted, so much so that we are expecting a very high delinquency amongst the chapter membership, and member dues for renewals in the near future may avoid doing so. Many members have lost their jobs, so they are unable to find the means to renew. Those members who are better placed, are unable to remit the renewal fees due to a blanket-ban on foreign currency outward remittance by the Government.

The Sri Lankan Chapter has been in existence for the last 20 years and has contributed immensely to the Region-At-Large.

She reported that estimated fiscal impact was $42,780 over two years.

Mr. Conlan spoke in favor of the motion. He stated that his company had a project in Sri Lanka with an individual working on site and it is not a good situation. He expressed his opinion that Society should extend help.

Mr. Mittal spoke in favor of the motion. He stated that the Sri Lankan Chapter has been very successful and is going through a hard time.

Mr. Khankari spoke in favor of the motion. He stated that something similar was done for the Beirut Chapter. He stated that approving this motion would show the human side of Society.

It was asked and clarified that regional dues would not be charged.
Mr. Rakheja spoke in favor of the motion. He stated that he has been to the Sri Lankan Chapter and they are very active.

**MOTION 2 PASSED** (Unanimous Voice Vote, CNV).

Ms. Scoggins moved that

3. Members Council recommends to the Board of Directors that the ASHRAE Rules of the Board (ROB) be updated as follows, effective January 2023:

2.411 Honors and Awards Committee

2.411.003.5 Award Programs

B. This committee shall receive recommendations, select, and recommend to the BOD individuals to be considered for the following honors and awards:

9. Honorary Member
10. Fellow
11. Pioneers of the Industry
12. ASHRAE Hall of Fame
13. F. Paul Anderson Award
14. ASHRAE Award for Distinguished Public Service
15. Louise and Bill Holladay Distinguished Fellow Award
16. Andrew T. Boggs Service Award

This committee shall select and recommend to Members Council individuals for the following awards:

15. Distinguished Fifty-Year Member Award
16. Distinguished Service Award
17. Exceptional Service Award
18. Crosby Field Award
19. Willis H. Carrier Award
20. Transactions Paper Awards
21. Honorary Member
22. Fellow
23. Pioneers of the Industry
24. ASHRAE Hall of Fame
25. F. Paul Anderson Award
26. ASHRAE Award for Distinguished Public Service
27. Louise and Bill Holladay Distinguished Fellow Award
28. Andrew T. Boggs Service Award

Ms. Scoggins reported that in response to the BOD referred motion that Honors and Awards review which awards should be approved by the BOD due to the prestige of the award and propose changes to the ROB for presentation to the BOD for approval. This motion came
from the Board Operational Streamlining Subcommittee and the intent is to allow the BOD to have more time for more strategic items.

She reported that there was no fiscal impact.

**MOTION 3 PASSED** (Unanimous Voice Vote, CNV).

Ms. Scoggins moved that

4. Members Council recommends to the Board of Directors that ROB 2.301.005, Manuals and Procedures, be revised as shown below.

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

   I. RAL Sub-Region Chair Qualifications and Responsibilities [Manual of Chapter Operations](#)
   J. Fees, Dues and Privileges
   K. Criteria for Formation of a New ASHRAE Region
   L. Criteria for the Formation of a New Chapter
   M. Chapter Technical Publications
   N. Chapter and student branch constitutions and bylaws
   O. Manual for Conducting a Chapters Regional Conference
   P. [Region Operations Manual](#)

Ms. Scoggins reported that MBO 2: Action Item 28 (11/21): Review Members Council governing documents including ROB sections, MOP and Financial Reference Manual. These documents in their current form do not cover the full scope of Members Council responsibilities. The Resource Manual and the MOP to be comprehensively updated. Elements of the ROB identified as operational may be incorporated into the MOP as appropriate.

A. Review ROB to determine:
   • Sections needing amendment
   • Sections needing deletion

B. After ROB review, update MOP accordingly

She reported that there was no fiscal impact.

**MOTION 4 PASSED** (Unanimous Voice Vote, CNV).

Ms. Scoggins reported that Members Council approved the reactivation of two sections and the charter of 10 new student branches.
PUBLISHING AND EDUCATION COUNCIL

Mr. Macauley reported that the council did not have any recommendations.

He reported that the Historical Committee recommended that Society partner with nine other associations to create a Wiki of ASHRAE’s history.

The Publications Committee approved a special publication on management of BACnet.

Ms. Abrams thanked Mr. Mehboob for assigning an action item to speed up the response time to CRC motions. She reported that a CRC motion was referred to Pub and Ed and the process took weeks instead of months. She reported that staff will ensure all chapters are notified accordingly.

TECHNOLOGY COUNCIL

Ms. Maston reported on behalf of the council.

Ms. Maston moved that

5. The Board of Directors approve the following as a consent agenda:


F. Standards Committee recommends that BSR/ASHRAE/IES Addendum BJ (clarifies the scoping and applicability of Appendix A) ANSI/ASHRAE/IES Standard 90.1-2019, Energy
Standard for Buildings Except Low-Rise Residential Buildings, be approved for publication.


Ms. Maston reminded BOD members that members are to review these motions for adherence to ASHRAE’s Procedures for Standards Actions (PASA) and ANSI Essential Requirements and note technical content. If the BOD disapproves a Standards Committee Document for publication, please detail reason(s) for the record.

She reported that there were no negative votes, only abstentions due to council members also serving on cognizant SSPCs.

**MOTION 5 PASSED** (Unanimous Voice Vote, CNV).

Ms. Maston moved that


Ms. Maston reported that there were seven negative votes and 3 abstentions. More detailed information is included in the footnotes of the report.

Ms. Scoggins noted that some pretty involved members voted against the motion.

Ms. Maston advised that in an effort to resolve comments there was a table included in the standard, but there were some details that need additional investigation to see if those negative votes were addressed.

Ms. Hanson spoke in favor of the motion. She stated that objectors felt there was not enough background given. There was also a perception that unresolved comments could be addressed easily. She added that her personal feeling is that the suggested solution was not trivial or so easily resolved.

Mr. Mittal expressed his opinion that there was not a good faith attempt to resolve comments and that could be construed as a process violation. He recommended assigning an action item to Technology Council to provide a better comment response and work to be develop the standard.

Ms. Hanson added that ideally, appendix 6 and chapter 6 of 90.1 would be fixed at the same time. This motion is a response to changes and requests for updates. Was only out for public review once.

She expressed her opinion that the process violation was not egregious enough to not approve the proposed motion.
Mr. Littleton stated that one option for the BOD would be to pass the motion and provide an action item or direction back to Tech Council to do a better job of responding to commentors rather than just requesting that a continuous maintenance proposal (CMP) be submitted.

He stated that there is always a risk associated with standards, particularly 90.1. The process was followed, but the responses to the comments were not as robust as they should have been.

Mr. Knight spoke in favor of the motion. He stated that, if approved, several things could be fixed in the interim until a CMP can be prepared.

Mr. Khankari stated that he was undecided on the motion. He expressed that it is not clear what the most negative consequences of approval were.

Ms. Reiniche responded that she did not think there was a negative consequence for approval. She suggested that, if approved, that an action item be assigned to Standards to provide better responses in the future.

Mr. Leung spoke in favor of the motion. He expressed agreement with Mr. Littleton. He stated that the addendum addresses carbon and that is very important.

**MOTION 6 PASSED** (20:0:0, CNV).

Ms. Maston moved that

7. The Board of Directors approve the following as a consent agenda:

   A. 12 Standards Committee recommends that the following Title, Purpose and Scope (TPS) be approved and that a new Standard Project Committee be formed:

   **Title:** Method of Testing In-Room and HVAC-duct mounted Devices and Systems and In-Room devices for Particle and Microorganism Removal or Inactivation in a Chamber with a Recirculating Duct System

   **Purpose:** The standard provides a method of test for evaluating in room HVAC-duct mounted devices and in-room devices and systems for particle and microorganism removal or inactivation in a chamber with a recirculating duct system.

   **Scope:**
   2.1 The method of test specifies specific particle or selected indicator microorganisms in the test chamber and defines procedures for generating the particles or bioaerosols required for the method of test.
   2.2 This standard provides a method for counting the number of specific particles or viable microorganisms in the chamber to calculate the elimination efficiency for each specific particle or microorganism.
   2.3 This standard establishes minimum performance specifications for the equipment required to conduct the tests, defines test methods as well as the calculation and
reporting of results obtained from the test data, and establishes a reporting system to be applied to HVAC-duct mounted devices and in-room devices and systems covered herein.

2.4 This method of test requires a chamber with a recirculating duct system.

2.5 This standard does not address the health and safety effects of operating devices and systems in an occupied room.

B. Standards Committee recommends that the following Title, Purpose and Scope (TPS) be approved and that a new Standard Project Committee be formed:

**Title:** Method of Test for Assessing the Gas-Phase Performance of Air Cleaning Devices and Systems in a Duct-Chamber Apparatus

**1. Purpose:** To provide a laboratory test method for evaluating air cleaning devices for challenge gas removal in a combined duct-chamber system with continuous recirculation.

**2. Scope:**

2.1 This standard specifies a duct-chamber test method for measuring the performance of in-duct and in-room air cleaning devices with continuous recirculation through the duct and chamber.

2.2 The test method measures the performance of air cleaning devices for removing challenge gases.

2.3 This test method is conducted at elevated challenge gas concentrations (relative to ventilation applications) and therefore should be used to compare devices rather than directly predict performance in real world applications. The challenge gas and likely byproducts will be measured over time.

2.4 Air cleaner performance is defined as the total impact of the air cleaner on the challenge gas in the chamber air and including any gaseous or particulate byproducts.

2.5 This standard provides performance specifications for the equipment and measurements required to conduct the test method, defines procedures for calculating and reporting results and provide a results reporting system.

2.6 This standard does not address the health and safety effects of operating devices and systems in an occupied room.

Ms. Mason reported that the fiscal impact for the motion was included within existing budgets.

**MOTION 7 PASSED** (Unanimous Voice Vote, CNV).

Ms. Maston moved that

Ms. Maston reported that ICC and ASHRAE both filed PINS related to decarbonization that were similar in proposed scope and purpose. Staff from both ASHRAE and ICC met to discuss possible ways to move forward that would reduce confusion and competition in the marketplace. It was proposed to submit to the respective organizations a request to develop the standard jointly with ASHRAE as the lead organization. It was agreed that the standard should be applicable globally and not be North American Centric and that global representation will be sought.

The proposal was shared with the Board of Directors and ExCom for feedback and subsequently shared with the Task Force on Building Decarbonization ExCom. The TFBD ExCom agreed that this was a good idea to move forward. The Chair will be a representative from ASHRAE that will be a non-voting member that will run the committee meetings and be an expert on process. There will be co Vice-Chairs. The intent is to expedite the standard and immediately issue a new call for members soliciting participation from both organizations. A standards development agreement has been reached between the staff at both organizations if approved. Standards Committee voted 22-0-0 CNV in favor of the motion.

Mr. Knight spoke in favor of the motion. He stated that he would like staff to address the agreement between the two organizations and any possible fiscal impact.

Ms. Reiniche reported that it will bring down the cost of developing the standard. Revenue will be shared after 50/50 costs.

Mr. Littleton reported that the motion would be funded in the TFBD budget.

**MOTION 8 PASSED** (Unanimous Voice Vote, CNV).

Ms. Maston moved that


Ms. Maston reported that SPC232P formally voted to recommend this at its first meeting. IBPSA, a key player in the modeling community, and ASHRAE have recently entered a co-sponsorship agreement with IBPSA on ASHRAE/IBPSA Standard 209, *Energy Simulation Aided Design for Buildings except Low-Rise Residential Buildings*. Having IBPSA involved in the development and publication of Standard 232 will help to strengthen ASHRAE’s relationship with IBPSA and reach a broader community with the standard. Standards Committee voted 22-0-0 CNV in favor of the motion.

Mr. Knight spoke in favor of the motion. He stated that the in the future, there is going to be a focus on finance and even if these types of motions are covered in the existing budget, it would be helpful to the BOD to see that councils and committees have considered the fiscal impact and that it be noted for the BOD’s consideration.
Mr. Mehboob expressed agreement with Mr. Knight and requested that Mr. Littleton provide general direction that fiscal impact needs to be noted with motions.

Mr. Littleton reported that both of these standards were previously approved. What the BOD is being asked to approve is shifting them to co-sponsored standards with another organization.

Staff will ensure that future Standards and TPS motions include a fiscal impact for the BOD’s consideration.

**MOTION 9 PASSED** (Unanimous Voice Vote, CNV).

Ms. Maston moved that

10. Technology Council recommends to the Board of Directors that Rules of the Board 2.432.01, Membership, and 2.423.02, Operations, be revised as shown:

**2.432.01 MEMBERSHIP**

2.423.01.1 Composition

The members of this committee are as follows: (19-01-16-14)
A. Maximum of fifteen (15) voting members, including a chair and a vice chair;
B. Voting members shall include:
   1. One past member of Standards Committee
   2. One past member of Research Administration Committee
   3. One past member of Members Council
   4. One past member of Environmental Health Committee
   5. One representative of the home/multi-family building/remodeling industry or other residential industry segments.
   6. Two current or past chairs or other committee officers of a technical committee or standards project committee involved in residential issues
   7. At least one member from outside the U.S. and Canada
   8. Two representatives of major residential stakeholder organizations or government agencies (as noted on RBC Stakeholder list available from staff liaison.
   9. One past Society officer
   10. Members-at-Large as needed.

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

2.423.01.2 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 committee must be ASHRAE members of Associate Grade or higher.
C. Voting members shall be considered for their ASHRAE experience including membership on other Technology Council Standing Committees (Standards, RAC, TAC, and EHC) as well as for participation in grassroot efforts under Members Council and at the chapter/regional level.

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

2.423.02 OPERATION
2.423.02.1 General Requirements

This committee shall maintain a long-range plan for ASHRAE’s role in the “Buildings” conferences (sponsored by BETEC and ASHRAE) and submit this plan to Technology Council at the Annual Meeting.

Ms. Maston reported that when formed, the Residential Building Committee needed a more restrictive group of members. This worked well when originally formed but is no longer needed and is much more stringent than other Standing Committees. This is to make it easier to fill RBC with members that will still meet its needs. It was agreed that full member grade is necessary to be a member of RBC. This is again consistent with most other Standing Committees. It’s being proposed to add a qualifications section to encourage finding those with key committee experience as members without making it a requirement. Under operation one editorial change is being made because BETEC is no longer a sponsor of the Buildings Conference. These proposed changes were sent to SRC for feedback prior to this meeting. RBC incorporated the changes which was changing must to shall in two locations.

She added that the current requirements are quite strict and as such, the committee is having trouble filling vacant positions.

MOTION 10 PASSED (Unanimous Voice Vote, CNV).

COMMITTEE REPORTS

SOCIETY RULES COMMITTEE

Mr. Rakheja moved that

11. Society Rules Committee recommends to the BOD that the Board of Directors MOP be approved as presented in ATTACHMENT B.

Mr. Fick reported that in lieu of recently approved MOP formatting and overhaul of the ROB, the BOD MOP that previously resided in Volume 3 was updated by the committee to reflect current BOD operations.
Though the committee is requesting approval at this meeting, the MOP should be considered as a fluid document that will consistently be updated similar to the ROB, based on the ever changing work of the BOD.

Details regarding the composition, membership, and terms for the Diversity, Equity, and Inclusion (DEI) Subcommittee were also added as the BOD recently approved the subcommittee as permanent.

He noted that the BOD has been engaged regarding comments to the attached document.

**MOTION 11 PASSED** (Unanimous Voice Vote, CNV).

Mr. Rakheja moved that

12. Society Rules Committee recommends to the BOD that changes to the ASHRAE Simplified Rules of Order and Quick Reference be approved as presented in ATTACHMENTS C and D.

Mr. Fick reported that based on comments received regarding the simplified rules of order, the committee felt that guidance needed to be included regarding if motions from subcommittees and reporting bodies should be seconded.

Updates as provided address the seconding of motions from subcommittees and reporting bodies and should be used in meetings moving forward. We anticipate comments during the roll out and will revise the quick reference at the winter/annual meeting to manage version confusion.

**MOTION 12 PASSED** (Unanimous Voice Vote, CNV).

Mr. Rakheja moved that

13. Society Rules Committee recommends to the BOD that changes to the ROB Section 2.417 regarding PEAC Composition be approved as presented in ATTACHMENT E.

Mr. Fick reported that in review of the ROB and past practices, the appointment of members to PEAC were not in alignment with the ROB.

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

Mr. Fick reviewed the committee’s information items.

**DEVELOPMENT COMMITTEE**

Mr. Wolf reported that the committee had no recommendations for the BOD’s consideration.
He thanked the BOD for contributing 100% to fundraising efforts for the 2021-22 Society Year.

Mr. Wolf reviewed the committee’s information items.

**BOD SUBCOMMITTEE REPORTS**

**DEI ADVISORY SUBCOMMITTEE**

Ms. Thomle reported that the subcommittee had no recommendations for the BOD’s consideration.

She reviewed information items from the subcommittee’s report.

She reported that the subcommittee plans to conduct training annually for all BOD members and also repeat the recent workshop in the upcoming Society Year.

Mr. Khankari stated that the book *Blind Spot* was distributed to all BOD members. There are plans to start a book club led by Presidential Member Sheila Hayter. Information on the book club will be distributed via email.

Mr. Mehboob thanked the subcommittee for their work and the report.

Mr. Littleton congratulated the DEI Subcommittee. He reported that he attended the recent workshop and was captivated. He stated that he learned a lot about the way he perceives things.

**COMPOSITION AND LEADERSHIP SUBCOMMITTEE**

Mr. Mehboob stated that a motion contained in the report represents a major organizational change. He reported that the motion requires a 2/3 vote of the BOD to pass and requires a 60-day postponement before the motion can be voted on. If the motion is approved, it would be announced at the Winter Meeting and placed on the spring 2023 member ballot.

Mr. Macauley reported that the subcommittee plans to host information sessions over the 60-day cooling off period to provide more details.

Mr. Macauley presented on behalf of the subcommittee.

Mr. Macauley thanked the subcommittee and staff support for their work. He reported that the group met almost weekly throughout the year.

He reported that the subcommittee is proposing that the district directors will assist the Region in considering strategic items and work across the three councils.
He reported that the subcommittee is requesting a Transition Committee be created to finalize proposed dates to finalize details. No dates are proposed in the motion.

Mr. Abellon reported that the report lists sample transition plans, and that the subcommittee is not dictating the districts.

There was much discussion on the presentation. A summary of the discussion is below:

*The percentage of BOD representation on the BOD is reduced in this plan. As Society grows outside of North America and more regions are created, does this change help international growth?*

*Adding a layer of efficiency to an organization or government is not typically successful.*

*Will staff be allocated to regions or districts?*

*How will the district level be organized and structured? Not sure of the relationship between DRCs and District Directors.*

*Should criteria regarding who can serve as a District Director be clarified? There should be a goal of fair representation of all regions in a district.*

*Will nominations for regional directors and district directors come from the CRCs?*

*Curious about additional details on district directors and their service on the three councils.*

*Provide definition of ‘milestones’ referenced in report.*

*Society Transition Committee charge is vague.*

*Would like to see how benefits align with proposed changes.*

*What is the plan to gain the technical grassroot input on the proposal?*

*Suggest that the size of ExCom be reconsidered? Suggest that the councils be autonomous and free the VPs to focus on strategic items.*

*Suggest looking at member cap to maximize representation of members and still achieving streamlining efficiency.*

*Suggest that previous efforts to update the bylaws be done at the same time as these proposed edits.*
Opposed to calls for one to one representation on the BOD. No DRC should be representing and speaking for just their region.

Concerned with the possibility of one region dominating the “funnel” for district director. Can have that issue in our current structure with one strong chapter and the selection of DRC. Encourage BOD members to keep an open mind.

Would like to separate some of the ideas for a more strategic BOD; don’t want to conflate two issues. Want to discourage the mindset that there can be no change if this proposal is not accepted.

Mr. Mehboob asked directors to collect their thoughts and send comments/input to staff to be forwarded to Mr. Macauley and the subcommittee for consideration.

Mr. Macauley reported that comments submitted in writing will be responded to by the subcommittee.

Mr. Macauley moved that

14. The Society implement the recommended revisions to the ASHRAE Board of Directors and councils’ structure as listed in Appendix I of the Board Composition and Leadership Structure Subcommittee Final Report dated June 26, 2022 (ATTACHMENT F).

Mr. Knight moved and Mr. Ellis seconded that

15. MOTION 14:

The Society implement the recommended revisions to the ASHRAE Board of Directors and councils’ structure as listed in Appendix I of the Board Composition and Leadership Structure Subcommittee Final Report dated June 26, 2022 (ATTACHMENT F).

be postponed until the Fall BOD Meeting on October 13-14, 2022.

MOTION 15 PASSED (Unanimous Voice Vote, CNV).

Mr. Mehboob stressed that the grassroots should be engaged. He suggested virtual town halls to provide a platform for the grassroots members.

He thanked the subcommittee for their great work.

Mr. Macauley reported that the subcommittee hopes to modify the presentation made to the BOD so that it can be presented at the fall CRCs.

It was suggested that the DRCs present the proposal to the chapters and acquire feedback.
Mr. Knight stressed that a unified message be delivered to all chapters.

**2022-23 GOALS**

Mr. Mehboob stated that he has observed the BOD being generally reactive. He stated that to be strategic, goals need to be defined. He presented his goals for the 2022-23 Society year (ATTACHMENT G).

He reported that three subcommittees would be appointed, in addition to the DEI Subcommittee. Between now and August, the subcommittees should meet virtually and begin planning their work.

**BOD WHATSAPP GROUP**

Mr. Mehboob reported that RAL has a Regional WhatsApp group so that the entire region can stay in contact. He proposed that the BOD have a WhatsApp group as well to increase connectivity.

It was clarified that the BOD WhatsApp group would be a social group only and would be the equivalent of hallway conversations. If there is a legal impediment, the BOD will not move forward.

Mr. Littleton will investigate if there are any legal impediments to creating a social WhatsApp Group for the BOD.

**BOD ATTENDANCE AT INTERNATIONAL CONFERENCES**

Mr. Mehboob reported that ExCom discussed if there should be an international BOD meeting or if Society should host an international conference every three years.

A task group of Directors will investigate and provide a recommendation. The scope, goals, and deliverables of the task group were reviewed. The task group has a deadline of October 1, 2022 so a final decision can be made at the fall BOD meeting.

**2022-23 BOD MENTORS**

Mr. Mehboob reported that it is traditional to provide a mentor to incoming BOD members. He reviewed the mentor/mentee assignments.

**NEW BUSINESS**

**MAKING ASHRAE A HOUSEHOLD NAME**

Mr. Khankari reported that a small group of BOD members was formed to focus on brand recognition. The group met every other Monday.
He reported that the groups focus was strategic, and the focus was Society wide.

Mr. Khankari thanked the subcommittee members for their work. He stated that the presentation is the consensus of the group. The report is included in ATTACHMENT H.

He asked the BOD to give the report serious review and send him any comments and/or questions. He requested that comments and the full report be addressed at the next BOD meeting.

ADJOURNMENT

Mr. Mehboob acknowledged staff Vickie Grant for her tremendous support and announced that she will be retiring in the coming weeks. He stated that she will be truly missed. The group wished her all the best and a wonderful retirement.

The meeting adjourned at 6:01 pm.

Jeff H. Littleton, Secretary

ATTACHMENTS:
A. Written Open Session Addresses to the BOD
B. Proposed BOD MOP
C. Proposed Edits to Simplified Rules of Order
D. Proposed Edits to Quick Reference Guide
E. Proposed Edits to ROB Section 2.417
F. BOD Composition and Leadership Structure Subcommittee Appendix I
G. 2022-23 Goals
H. Household Name Subcommittee Presentation
Greetings members of the Board and thank you for the opportunity to share my concerns with you. I want to share my dismay and strong opposition to the path that ASHRAE has gone down related to environmental activism and advocacy for policy positions rather than remaining neutral and science based.

For most of my career I have appreciated that ASHRAE seemed to remain somewhat “above the fray” related to ongoing debates about environmental and social causes and instead stayed more focused on hard sciences and the practical realities of physics and economics related to engineering for HVACR. Perhaps I was too busy to notice the transition, but I certainly have been made aware over the last 6 months or so that this is no longer the case. The refrigeration cycle, combustion efficiency, the physics of air, hydraulics, fan laws, compressor technologies, heat transfer, thermodynamics, etc. – these are all topics where we can agree upon basic physical laws and repeatable scientific analysis. Climate alarmism and the view that carbon dioxide is a “pollutant” that threatens the existence of the world as we know it and must be eliminated from our buildings as soon as possible is a radical policy OPINION. It is absolutely NOT a provable and repeatable scientific fact, nor is it even a policy position that all agree with, and ASHRAE has no place in taking sides and promoting one point of view over the other. Unless you have tuned out all contrary voices, you are aware that there is no “normal” for the global climate; it has always experienced warmer and cooler periods, and varying levels of CO2? The amount, if any, to which human activities can impact global climate is debated? The intricate relationship between all the factors that influence our climate is not fully understood. Attempts to create computer models predicting future climate conditions have been marginal at best? Computer model “doomsday” climate predictions from the last several decades have been inaccurate and proven wrong by the passage of time.

The overall long-term impact (both the level of significance and whether the overall impact is negative, neutral, or even positive) of higher CO2 levels and warmer global temperatures is debated, but it is certainly not the “doomsday” end of the world as we know it scenario that is being promulgated by climate alarmists? Even if the “doomsday” models were correct, there is little or no evidence that “decarbonizing” buildings would have any significant impact on global temperatures. The concept of rapidly “decarbonizing” buildings cannot be isolated from its overall impact on human life around the globe as it diverts (LOTS of) money, resources, and attention from real physical needs (who cares about CO2 emissions if you don’t have clean water, adequate food, safety, access to basic healthcare, or protection from common disease)?

There is presently no realistic path (politically & economically) forward to the clean, reliable, secure, and inexpensive electrical energy that would be required if “fossil” fuels are to be abandoned in the name of “decarbonizing.”

My plea to the Board would be that you extricate our organization from divisive social and environmental policy positions, and instead return ASHRAE to the science and engineering focused resource that is always used to be. Let there be free and open debate and discussion of the wide spectrum of OPINIONS about climate change and environmental issues, but PLEASE refrain from picking sides and treating social/environmental advocacy issues as if they are in the same “settled science” category as the laws of physics and HVAC engineering. Many of your members do NOT believe that climate change is “crisis,” that CO2 is a “pollutant,” or that there is some urgent need to “decarbonize” buildings.

Thank you for your time, Sincerely, Mark A. Stauffer, PE (Member)
MANUAL OF PROCEDURES

BOARD OF DIRECTORS

Approved by:
Date:
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**  
Board of Directors  
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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 (15) Directors who also serve as Regional Chairs – elected for three-year terms in a sequence of 5-5-5 (ROB 2.200.001)

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)


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)

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 Directors and Regional Chairs serve as members of the Board of Directors and participates 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.

6.2. Shall provide support to assigned committees as noted in the Board Reference manual.

6.1.2. Shall assess the committee’s scope, operation and personnel and suggest changes in an annual report to the BOD and responsible Council.

6.1.3. Assist the committee in preparing recommendations to Council and present committee recommended motions to the council.

6.1.4. Inform Coordinating Officer of deliberations or resolutions which may affect general policies of the Society.

6.1.5. May be assigned as a voting member of one council and a member of one or more BOD subcommittees.

6.1.6. Shall attend all meetings of assigned councils and committees.

6.1.7. BOD meetings take absolute priority.

6.1.8. Approximately equal time between appointed committees if time conflicts occur.
6.3.3. 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.

6.4.6.1.11 Assists with resolution of problems before the board.

7.7 DIRECTOR-AT-LARGE (DAL) ADDITIONAL RESPONSIBILITIES

7.1.7.1 Expected to attend CRC in region of residence and other regions as assigned by the President (79-06-24-15).

7.2.7.2 Work with Regional Chair to present Society and other pertinent information.

8.8 DIRECTOR AND REGIONAL CHAIR (DRC) ADDITIONAL RESPONSIBILITIES

8.1.8.1 Represent the Society as well as the interests of the Region in all matters of Society importance.

8.1.1.8.1.8 Directs operations for Region.

8.1.2.8.1.9 Responsibility to Region is supplementary and secondary in accordance with general corporation law and membership corporation law of New York.

8.2.8.2 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)

8.3.8.3 Interprets actions of the Board at meetings of the Chapters Regional Committee and chapter meetings. (10-06-30-15[6]/12-01-25-05)

8.4.8.4 Coordinate activities of Society committees with regional and chapter activities.

8.5.8.5 Communicate the purpose of the Presidential Award of Excellence (PAOE) and featured areas for the current year’s award.

8.6.8.6 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.

8.7.8.7 If not able to attend a CRC meeting, appoint the Regional Vice Chair or Region Members Council representative as an alternate with voice but not vote.

8.8.8.8 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)
8.9.8.9 Sponsor special programs in the region. (volume 3 6.6.1)

8.10.8.10 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)

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

8.10.1.2 Items listed in the Certificate of Consolidation

8.10.1.3 Appear to be engaged in commercial activities.
EXECUTIVE COMMITTEE RESPONSIBILITIES

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

9.2.9.2 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)

9.3.9.3 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)

VICE PRESIDENT RESPONSIBILITIES

10.1.10.1 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)

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

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

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

10.4.1.10.4.8 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)

COUNCIL CHAIR (COORDINATING OFFICER) RESPONSIBILITIES

11.1.11.1 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

TREASURER RESPONSIBILITIES

12.1.12.1 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)

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

12.3.12.3 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.

13.13 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.

14.14 PRESIDENTIAL REPRESENTATIVES (Volume 3 8.1.2)

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.

15.15 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.

16.16 PERMANENT BOARD SUB-COMMITTEES

16.1 DIVERSITY EQUITY AND INCLUSION SUBCOMMITTEE

16.1.1 Scope And Purpose
16.1.1.1 Shall serve as the coordinator of expertise in diversity, equity and inclusion from within and outside the Society membership proper, when such needs are made known to it or are otherwise apparent.

16.1.2 Membership, Composition, and Terms of Service

16.1.2.1 Members of the BOD Diversity, Equity and Inclusion Advisory Sub-Committee include voting members and may also include non-voting consultants who shall have specialized professional experience in the areas of Diversity, Equity and Inclusion.

16.1.2.2 The members of the sub-committee shall be appointed by the President-Elect.

16.1.2.3 The sub-committee shall consist of eight voting members, including a chair and one vice chair.

16.1.2.4 A maximum of 6 members of the sub-committee shall be current board members at the time of appointment, including chair and vice chair.

16.1.2.5 The term of service for voting members shall be three years.

16.1.2.6 The sub-committee shall have a maximum of two consultants. The term of service for a consultant shall be one year.

17 HIGH-IMPACT GOVERNANCE

17.1 RESOLUTION ON HIGH-IMPACT GOVERNANCE

17.1.1 Whereas ASHRAE’s long-term effectiveness and growth in a changing, challenging environment depend on the high-impact leadership of a Board that continuously answers three critical questions in a full and timely fashion. Where should ASHRAE be headed, and what should it become, over the long run? What should ASHRAE be now and in the near-term? And how is ASHRAE performing as a nonprofit corporation, both financially and programmatically?
17.1.2 *Whereas* the ASHRAE Board needs to transition itself from a body immersed in technical and operational detail to a body that focuses on governance and high-level, strategic decisions.

17.1.3 *Be it resolved that:* The ASHRAE Board of Directors affirm its commitment to high-impact governance and declare its intention to strengthen the Board’s governing role and processes by making significant and timely changes to the Board committee structure and the work of the Board.
ASHRAE SIMPLIFIED RULES OF ORDER & MEETING FUNDAMENTALS

Updated by the Society Rules Committee: February 1, 2022
Approved by the ASHRAE BOD: February 2, 2022
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Preface

The purpose of Rules of Order is to facilitate the conduct of the business of the group and to ensure an equal opportunity for all group members to contribute and participate in conducting their business.

These Rules of Order will generally follow Roberts Rules of Order but are intentionally modified for the purpose and use in ASHRAE meetings.

Meeting Fundamentals

The conduct of being the chair of a group of people and leading the meetings thereof within ASHRAE is a skill to be learned and which results in more efficient use of staff and volunteer time.

These meeting fundamentals describe common operations used in ASHRAE meetings.
Principles of Parliamentary Procedure

1. Parliamentary procedure makes it easier for people to work together effectively and helps groups accomplish their purposes. Rules of procedure assist in the conduct of a meeting, not inhibit it.

2. Before a group can conduct its business, it requires a quorum. The By-laws of ASHRAE, the Rules of the Board, or a Manual of Procedures of a group specify the number of members that constitute a quorum if different than a simple majority.

3. A meeting can deal with only one matter at a time. Once a motion is before a meeting, it must be adopted or rejected by a vote, or the meeting must dispose of the question in some other way before any other business can be introduced. The various kinds of motions are assigned an order of precedence (see Table 1).

4. All members have equal rights, privileges, and obligations. One of the chairperson’s main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally—for example, not to permit a vocal few to dominate the debates.

5. A simple majority vote decides an issue unless a higher number is required on major issues outlined in Society Bylaws or Rules of the Board. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.

6. The rights of the minority must be always protected. Although the ultimate decision rests with a majority, all members have basic rights such as the right to be heard and the right to oppose. The rights of all members—majority and minority—should be the concern of every member, as a person may be in a majority on one question, but in minority the on the next.

7. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member’s right to vote.

8. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion they do not thoroughly understand. Moreover, all meetings must be characterized by fairness
and by good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.

9. There is no need for a motion to receive a committee or task force report. The adoption of the agenda has guaranteed that the report will be heard as long as it is written on the agenda.

Motions brought forth through subcommittee reports and reporting bodies do not need a second (provided the group is composed of more than one person). The chairperson moves acceptance, and a seconder is unnecessary because the motion is being made on behalf of the subcommittee of committee members that have already approved the motion. A second is implied by motions made from these groups as more than one member of the duly appointed group (council, committee, subcommittee) agree the motion is worth discussion.

1 duly appointed in relation to these rules is defined as formally appointed and authorized to act on behalf of and do all things for which is entitled as outlined in the ROB. Duly appointed groups often contain leadership that has been directly selected by the BOD and/or President-Elect and have been given autonomy to bring motions forward to their reporting bodies. Though a second is not needed from these groups, the groups ExO/CO, where applicable, may second the motion brought forward to solidify that the motion is worth discussion.
Roll Call Vote

A roll call vote places on the record (minutes) how each member votes. A roll call vote would only be used if it were important that each person voting be identified in the minutes of the meeting. It has the opposite effect to a ballot vote, which keeps each vote secret.

Roll call votes should not be used in a mass meeting or in any group whose members are not responsible to a constituency.

Challenging a Ruling of the Chair

Any ruling of the chair can be challenged, but such appeals must be made immediately after the ruling. If debate has progressed beyond the announcement of a ruling, a challenge is not in order. ASHRAE does not allow debate on such challenges.

Voting Rights of the Chair

If the presiding officer is a member of the group concerned, they have the same voting rights as any other member. The chair protects impartiality by exercising voting rights only when their vote would affect the outcome. In such cases the chair can either vote (CV) and thereby change the result or can abstain. Normal ASHRAE procedure is for the minutes to reflect that the chair did not vote (CNV). If the chair abstains, they announce the result of the vote with no mention of their own vote.

Executive Session

Discussion of an issue of sensitive, proprietary, or personal nature. Attendance is restricted to members of the body and those invited by the chair. Executive session may
be declared by the chair of by a motion approved by a majority vote.

How Motions are Classified

The order of precedence of motions. Once a motion is before a meeting, it must be adopted or rejected by a vote, or the meeting must dispose of the question in some other way before any other business can be introduced. If two motions, A and B, are related in such a way that motion B can be made while motion A is pending, motion B takes precedence over motion A and motion A yields to motion B. The order of precedence (in descending order) is presented in Table 1.

Motions are classified into five (5) groups:

1. main motions
2. subsidiary motions (Secondary Motions)
3. privileged motions (Secondary Motions)
4. incidental motions (Secondary Motions)
5. motions that bring a question again before a meeting

Motions in the second, third and fourth classes (subsidiary, privileged and incidental motions) are secondary motions and are in order when a main motion is being debated. They assist a meeting to deal with the main motion and take precedence over the main motion.

When a motion is on the floor, a motion of higher precedence may be proposed, but no motion of lower precedence is in order. At any given time, there can be pending only one motion of any one rank and other motions proposed during consideration of a motion can be accepted by the chair only if they are of higher precedence.

A main motion can be made only when no other motion is pending. However, a meeting can deal with a main motion in several ways other than just passing or defeating it. These other ways are the purpose of the various secondary motions listed above.

Certain secondary motions also take precedence over others (table 1), so it is possible for more than one secondary motion to be pending at any one time (together with the main
motion). In such a case, the motion most recently accepted by the chair is the immediately pending question - it takes precedence over all the others.

A secondary motion takes precedence over a main motion; a main motion takes precedence over nothing, yielding to all secondary motions. When a secondary motion is placed before a meeting, it becomes the immediately pending question; the main motion remains pending while the secondary motion is dealt with.

The main motion, the subsidiary motions, and the privileged motions fall into a definite *order of precedence*, which gives a particular rank to each. The main motion, which does not take precedence over anything—ranks lowest. Each of the other motions has its proper position in the rank order, taking precedence over the motions that rank below and yielding to those that rank above it.

In voting, the meeting proceeds with the various motions in inverse order—the last one proposed, being of highest precedence, is the first one to be decided.

### Table 1. Order of Precedence of Motions

<table>
<thead>
<tr>
<th>Quick Reference</th>
<th>Must Be Seconded</th>
<th>Open for Discussion</th>
<th>Can be Amended</th>
<th>Vote Count Required to Pass</th>
<th>May Be Reconsidered or Rescinded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn (End meeting)</td>
<td>X</td>
<td></td>
<td></td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>Recess</td>
<td>X</td>
<td></td>
<td>X</td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>Table</td>
<td>X</td>
<td></td>
<td></td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>Close Discussion</td>
<td>X</td>
<td></td>
<td></td>
<td>2/3 rds</td>
<td>X</td>
</tr>
<tr>
<td>Limit Debate</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3 rds</td>
<td>X</td>
</tr>
<tr>
<td>Postpone to a later time (##)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Majority</td>
<td>X</td>
</tr>
<tr>
<td>Refer to Committee</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Majority</td>
<td>X</td>
</tr>
<tr>
<td>Kill a Motion</td>
<td>X</td>
<td></td>
<td></td>
<td>Majority</td>
<td>X</td>
</tr>
<tr>
<td>Amend Motion (* #)</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Majority</td>
<td>X</td>
</tr>
<tr>
<td>Postpone Indefinitely (** )</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Majority</td>
<td>X</td>
</tr>
<tr>
<td>Main Motion</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Majority</td>
<td>X</td>
</tr>
</tbody>
</table>
The rules are in descending order of importance. A rule higher in the table takes precedence over one lower in the table. Implication is that everything takes precedence over the main motion on the floor.

Notes:
* An amendment to an amendment is not itself amendable.
# A motion to amend the agenda requires a two-thirds majority.
** Can be reconsidered only if the motion is passed.
## Can be reconsidered if the group to which the matter has been referred has not started work on the matter.

+ Only as to propriety or advisability of postponing and of postponing to a certain time.

**The Main Motion**

A main motion brings business before a meeting. Because a meeting can consider only one subject at a time, a main motion can be made only when no other motion is pending.

A main motion must not interrupt another speaker, requires a seconder, is debatable, is lowest in rank or precedence, can be amended, cannot be applied to any other motion, may be reconsidered, and requires a majority vote.

When a main motion has been stated by one member, seconded by another member, and repeated for the meeting by the chair, the meeting cannot consider any other business until that motion has been disposed of, or until some other motion of higher precedence has been proposed, seconded, and accepted by the chair.

Unless the main motion is very short and simple, the mover should provide it in writing to the secretary.

When a motion has been made by a member and seconded by another, it becomes the property of the meeting. The mover and seconder cannot withdraw the motion unless the meeting agrees.

Usually, the chair would ask if the meeting objects to the motion’s being withdrawn. If
no one objects, the chair will announce: “The motion is withdrawn.”

**Subsidiary Motions**

Subsidiary motions assist a meeting in treating or disposing of a main motion (and sometimes other motions). Each of the motions takes precedence over the main motion and any or all the motions listed before it.

The seven subsidiary motions in ascending order of rank (see Table 1) are:

1. postpone indefinitely
2. amend
3. refer
4. postpone to a certain time
5. limit or extend limits of debate
6. previous question
7. table

**Postpone Indefinitely**

Despite its name, this motion is not one to postpone, but one to suppress or kill a pending main motion.

If an embarrassing main motion is brought before a meeting, a member can propose to dispose of the question (without bringing it to a direct vote) by moving to postpone indefinitely. Such a motion can be made at any time except when a speaker has the floor. If passed, the motion kills the matter under consideration.

It requires a seconder, may be debated (including debate on the main motion), cannot be amended, can be reconsidered only if the motion is passed, and requires a majority vote. (See also “Postpone to a Certain Time”.)

**Amend**

An *amendment* is a motion to change, to add words to, or to omit words from, an original motion. The change is usually to clarify or improve the wording of the original motion and must, of course, be germane to that motion.
An amendment cannot interrupt another speaker, must be seconded, is debatable if the motion to be amended is debatable, may itself be amended by an amendment to the amendment, can be reconsidered, and requires a majority vote, even if the motion to be amended requires a two-thirds vote to be adopted.

The chair should allow full discussion of the amendment (being careful to restrict debate to the amendment, not the original motion) and should then have a vote taken on the amendment only, making sure the members know they are voting on the amendment, but not on the original motion.

If the amendment is defeated, another amendment may be proposed, or discussion will proceed on the original motion.

If the amendment carries, the meeting does not necessarily vote immediately on the “motion as amended.” Because the discussion of the principle of the original motion was not permitted during debate on the amendment, there may be members who want to speak now on the issue raised in the original motion.

Other amendments may also be proposed, provided that they do not alter or nullify the amendments already passed. Finally, the meeting will vote on the “motion as amended” or, if all amendments are defeated, on the original motion.

An amendment to an amendment is a motion to change, to add words to, or omit words from, the first amendment. The rules for an amendment (above) apply here, except that the amendment to an amendment is not itself amendable and that it takes precedence over the first amendment.

Debate proceeds and a vote is taken on the amendment to the amendment, then on the first amendment, and finally on the original motion (“as amended,” if the amendment has been carried). Only one amendment to an amendment is permissible.

Sometimes a main motion is worded poorly, and several amendments may be presented to improve the wording. In such cases it is sometimes better to have a substitute motion rather than to try to solve the wording problem with amendments.

An individual (or a group of two or three) can be asked to prepare a substitute wording for the original motion. If there is unanimous agreement, the meeting can agree to the withdrawal of the original motion (together with any amendments passed or pending) and the substitution of the new motion for debate.
Refer

When it is obvious that a meeting does not have enough information to make a wise decision, or when it seems advisable to have a small group work out details that would take too much time in a large meeting, a member may move: “That the question be referred to the ______________________________committee” (or “to a committee”—not named).

A motion to refer cannot interrupt another speaker, must be seconded, is debatable only as to the propriety or advisability of referral, can be amended, can be reconsidered if the group to which the question has been referred has not begun work on the matter, and requires a majority vote.

If a motion to refer is passed, the committee to which the matter is referred should report on the question at a subsequent meeting. Sometimes the motion to refer will state the time at which a report will be required.

Postpone to a Certain Time

If a meeting prefers to consider a main motion later in the same meeting or at a subsequent one, it can move to postpone a motion to a certain time, which is specified in the motion to postpone. Such a motion can be moved regardless of how much debate there has been on the motion it proposes to postpone. A motion may be postponed to a specific time or until after some other item of business has been dealt with.

When the time to which a motion has been postponed has arrived, the chairperson should state the postponed motion to the meeting for its consideration immediately. If another item of business is being discussed at that time, the chairperson should present the postponed motion immediately after the other business has been concluded. If the meeting, in postponing the original motion has instructed that it be given priority at the time to which it has been postponed (that is, issued a “special order”), the postponed motion interrupts any item of business on the floor at that time. For this reason, any “special order” requires a two-thirds majority vote.

A motion to postpone to a definite time may not interrupt another speaker, must be seconded, is debatable only as to the propriety or advisability of postponing and of postponing to the time, can be amended, can be reconsidered, and requires a majority
vote if the postponement is to a subsequent meeting.

However, if the postponement is to a later time in the same meeting, the effect is to amend the agenda of that meeting, and the motion therefore requires a two-thirds majority vote.

Limit or Extend Limits of Debate

A motion to limit debate changes the normal rules of debate. It could, for example, limit the time of the whole debate (such as, “I move that debate on this motion be limited to 15 minutes”), or it might limit the time taken by each speaker (“I move that debate on this motion be limited to two (2) minutes per speaker”).

A motion to extend debate permits greater participation and time than usual.

A motion to limit or extend the time of debate (on one matter or for the entire meeting) may not interrupt a speaker, must be seconded, is not debatable, can be amended, can be reconsidered, and requires a two-thirds majority vote.

Previous Question (To Vote Immediately)

This is a tactic to close debate on a question. It is usually made at a time when the debate has been long and repetitious. A member rises and says: “I move that the question be now put.”

A motion to put the previous question (that is, to vote immediately on the motion being debated) cannot interrupt another speaker, must be seconded, is not debatable, and is not amendable, and requires a two-thirds majority vote.

This requirement is important in protecting the democratic process. Without it, a momentary majority of only one vote could deny to the other members all opportunity to discuss any measure the “majority” wanted to adopt or to defeat. Such a motion can be reconsidered, but if the vote was affirmative, it can be reconsidered only before any vote has been taken under it—that is, only before the previous question has been put.

A motion to put the previous question has precedence over all other motions listed in this section except the motion to table (see next subsection). If the motion to put the question passes, the chair immediately proceeds to call a vote on the question that was
being debated. This means *that the mover of the motion loses their right to close debate*. If the motion is defeated, debate on the motion before the meeting continues as if there had been no interruption.

The motion to put the previous question is the only proper method of securing an immediate vote. Members who call, “Question!” in an attempt to get the chairperson to call the question immediately should be ruled out of order. The only situation in which members may properly call, “Question!” is in reply to the chairperson when the chair asks the meeting, “Are you ready for the question?”

**Table (Lay on the Table)**

Sometimes a meeting wants to lay a main motion aside temporarily without setting a time for resuming its consideration but with the provision that the motion can be taken up again whenever the majority so decides. This is accomplished by a motion to table or to lay on the table.

The motion has the effect of delaying action on a main motion. If a subsequent meeting does not lift the question from the table, the effect of the motion to table is to prevent action from being taken on the main motion. Indeed, rather than either pass or defeat a motion, a meeting will sometimes choose to “bury” it by tabling.

No motion or motions can be laid on the table apart from motions which adhere to them, or to which they adhere; and if any one of them is laid on the table, all such motions go to the table together. For example, a main motion may have been made and an amendment proposed to it. The proposed amendment “adheres” to the main motion. If the meeting wants to table either of the motions, it must table both of them. In this example, if the meeting did not like the proposed amendment, but wanted to deal with the main motion, the correct procedure would be not to table, but to defeat the amendment. Debate could then resume on the main motion.

*A motion to table may not interrupt another speaker, must be seconded, is not debatable, is not amendable, may not be reconsidered, and requires a majority vote.*

**Privileged Motions**

Unlike either subsidiary or incidental motions, *privileged* motions do not relate to the
pending business, but have to do with special matters of immediate and overriding importance that, without debate, should be allowed to interrupt the consideration of anything else.

Privileged motions are listed below in ascending order of rank. Each of the succeeding motions takes precedence over the main motion, any subsidiary motions, and any or all the privileged motions listed before it.

The five (5) privileged motions are:

1. orders of the day
2. question (point) of privilege
3. recess
4. adjourn
5. fix time to which to adjourn.

The five (5) privileged motions fit into an order of precedence. All of them take precedence over motions of any other class (except when the immediately pending question may be a motion to amend or a motion to put the previous question).

**Orders of the Day**

The *orders of the day* means the agenda or the order of business. If the order of business is not being followed, or if consideration of a question has been set for the present time and is therefore now in order, but the matter is not being taken up, a member may call for the orders of the day, and can thereby require the order of business to be followed, unless the meeting decides by a two-thirds vote to set the orders of the day aside.

*Such a motion can interrupt another speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered.*

If the chair admits that the order of business has been violated and returns to the correct order, no vote is required. If the chair maintains that the order of business has not been violated, their ruling stands unless a member challenges the ruling. A motion to sustain the chair is decided by a simple majority vote.

Sometimes the chair will admit that the agenda has been violated but will rule that the
debate will continue on the matter before the meeting. In such a case, a vote must be taken and the chair needs a two-thirds majority to sustain the ruling. The effect of such a vote is to set aside the orders of the day, i.e., amend the agenda, a move that requires a two-thirds majority vote.

Calls for orders of the day are not in order in a committee of the whole. The orders of the day—that is, the agenda items to be discussed, are either special orders or general orders.

A special order specifies a time for the item, usually by postponement. Any rules interfering with its consideration at the specified time are suspended. The four (4) exceptions are rules relating to:

1. adjournment or recess,
2. questions of privilege,
3. special orders made before this special order was made, and
4. a question that has been assigned priority over all other business at a meeting by being made the special order for the meeting.

A special order for a particular time therefore interrupts any business that is pending when that time arrives. Because a special order has the effect of suspending any interfering rules, making an item a special order requires a two-thirds vote, except where such action is included in the adoption of the agenda.

A general order is any question that has been made an order of the day (placed on the agenda) without being made a special order.

When a time is assigned to a particular subject on an agenda, either at the time the agenda is adopted, or by an agenda amendment later, the subject is made a special order. When the assigned time for taking up the topic arrives, the chairperson should announce that fact, then put to a vote any pending questions without allowing further debate, unless someone immediately moves to lay the question on the table, postpone it or refer it to a committee. Any of those three (3) motions is likewise put to a vote without debate.

Also permissible is a motion to extend the time for considering the pending question. Although an extension of time is sometimes undesirable and may be unfair to the next topic on the agenda, it is sometimes necessary. The motion requires a two-thirds majority to pass (in effect, it amends the agenda), and is put without debate.
As soon as any pending motions have been decided, the meeting proceeds to the topic of the special order.

**Question or Point of Privilege**

If a situation is affecting the comfort, convenience, integrity, rights or privileges of a meeting or of an individual member (for example, noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.), **a member can raise a point of privilege, which permits that person to interrupt pending business to make an urgent statement, request or motion.** If a motion is made, it must be seconded. The motion might also concern the reputation of a member, a group of members, the assembly, or the organization as a whole.

If the matter is not simple enough to be taken care of informally, the chair rules as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed. A point of privilege may also be used to seek permission of the meeting to present a motion of an urgent nature.

**Recess**

A member can propose a short intermission in a meeting, even while business is pending, by moving to recess for a specified length of time.

**A motion to take a recess may not interrupt another speaker, must be seconded, is not debatable, can be amended (for example, to change the length of the recess), cannot be reconsidered, and requires a majority vote.**

**Adjourn**

A member can propose to close the meeting entirely by moving to adjourn. This motion can be made and the meeting can adjourn even while business is pending, providing that the time for the next meeting is established by a rule of the group or has been set by the meeting. In such a case, unfinished business is carried over to the next meeting.

**A motion to adjourn may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.**
If the motion to adjourn has been made, but important matters remain for discussion, the chair may request that the motion to adjourn be withdrawn. A motion can be withdrawn only with the consent of the meeting.

The motions to recess and to adjourn have quite different purposes. The motion to recess suspends the meeting until a later time; the motion to adjourn terminates the meeting. The *motion to adjourn should, however, be followed by a declaration from the chairperson that the meeting is adjourned.*

**Fix Time to Which to Adjourn**

This is the highest-ranking of all motions. Under certain conditions while business is pending, a meeting—before adjourning or postponing the business—may wish to fix a date, an hour, and sometimes the place, for another meeting or for another meeting before the next regular meeting. A motion *to fix the time to which to adjourn* can be made even while a matter is pending, unless another meeting is already scheduled for the same or the next day.

The usual form is: “I move that the meeting adjourn to Thursday, October 23, at 19:30 at ___”

The *motion may not interrupt a speaker, must be seconded, is not debatable, is amendable (for example, to change the time and/or place of the next meeting), can be reconsidered, and requires a majority vote.*

**Incidental Motions**

These motions are incidental to the motions or matters out of which they arise. *Because they arise incidentally out of the immediately pending business, they must be decided immediately, before business can proceed.* Most incidental motions are not debatable.

Because incidental motions must be decided immediately, they do not have an order or precedence. An incidental motion is in order only when it is legitimately incidental to another pending motion or when it is legitimately incidental in some other way to business at hand. It then takes precedence over any other motions that are pending—that is, it must be decided immediately.

The eight (8) most common incidental motions are:

1. point of order
2. suspension of the rules
3. objection to consideration
4. consideration seriatim
5. division of the meeting
6. motions related to methods of voting
7. motions related to nominations
8. requests and inquiries

Point of Order

This motion permits a member to draw the chair’s attention to what they believe to be an error in procedure or a lack of decorum in debate. The member will rise and say: “I rise to a point of order,” or simply “Point of order.” The chair should recognize the member, who will then state the point of order. The effect is to require the chair to make an immediate ruling on the question involved. The chair will usually give their reasons for making the ruling. If the ruling is thought to be wrong, the chair can be challenged.

A point of order can interrupt another speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered.

Suspension of the Rules

Sometimes a meeting wants to take an action but is prevented from doing so by one or more of its rules of procedure. In such cases the meeting may vote (two-thirds majority required) to suspend the rules that are preventing the meeting from taking the action it wants to take.

Such a motion cannot interrupt a speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered and requires a two-thirds majority.

Please note that only rules of procedure can be suspended. A meeting may not suspend requirements of By-laws. After the meeting has taken the action, it wants to take, the rules that were suspended come into force again automatically.

Objection to the Consideration of a Question

If a member believes that it would be harmful for a meeting even to discuss a main motion, that person can raise an objection to the consideration of the question; provided
debate on the main motion has not begun or any subsidiary motion has not been stated. The motion can be made when another member has been assigned the floor, but only if debate has not begun or a subsidiary motion has not been accepted by the chair. A member rises, even if another has been assigned the floor, and without waiting to be recognized, says, “Chair, I object to the consideration of the question (or resolution or motion, etc.).” The motion does not need a seconder, is not debatable, and is not amendable.

The chair responds, “The consideration of the question is objected to. Shall the question be considered?”

A two-thirds vote against consideration sustains the member’s objection. The two-thirds vote is required because the decision in effect amends the agenda. The motion can be reconsidered, but only if the objection has been sustained.

Consideration by Paragraph or Seriatim

If a main motion contains several paragraphs or sections that, although not separate questions, could be most efficiently handled by opening the paragraphs or sections to amendment one at a time (before the whole is finally voted on), a member can propose a motion to consider by paragraph or seriatim. Such a motion may not interrupt another speaker, must be seconded, is not debatable, is amendable, cannot be reconsidered, and requires a majority vote.

Division of the Meeting (Standing Vote)

If a member doubts the accuracy of the chair’s announcement of the results of a vote by show of hands, that member can demand a division of the meeting— that is, a standing vote.

Such a demand can interrupt the speaker, does not require a seconder, is not debatable, is not amendable, and cannot be reconsidered. No vote is taken; the demand of a single member compels the standing vote.

Motions Related to Methods of Voting

A member can move that a vote be taken by roll call, by ballot or that the standing votes
be counted if a division of the meeting appears to be inconclusive and the chair neglects to order a count.

Such motions may not interrupt another speaker, must be seconded, are not debatable, are amendable, can be reconsidered, and require majority votes.

Motions Related to Nominations

If the Bylaws or rules of the group do not prescribe how nominations are to be made and if a meeting has taken no action to do so prior to an election, any member can move while the election is pending to specify one of various methods by which candidates shall be nominated or, if the need arises, to close nominations or to re-open them.

Such motions may not interrupt another speaker, must be seconded, are not debatable, are amendable, can be reconsidered, and require majority votes.

The ASHRAE Nominating Committee has detailed rules on how their voting occurs internally as it relates to determining official nominees for Society leadership positions. This often include ballot voting procedures whereby the votes cast are confidential.

The ASHRAE By-laws specifies that certain actions of the Board of Directors require a 2/3 majority vote, such as when proposing revisions to the By-laws which are then subject to approval of the membership of the Society.

Requests and Inquiries

a. **Parliamentary Inquiry** — a request for the chair’s opinion (not a ruling) on a matter of parliamentary procedure as it relates to the business at hand.

b. **Point of Information** — a question about facts affecting the business at hand, directed to the chair or, through the chair, to a member.

c. **Request for Permission to Withdraw or Modify a Motion.** Although Robert’s Rules of Order specify that until a motion has been accepted by the chair it is the property of the mover, who can withdraw it or modify it as they choose. A common practice is that once the agenda has been adopted, the items on it become the property of the meeting. A person may not,
therefore, withdraw a motion unilaterally; they may do so only with the consent of the meeting, which has adopted an agenda indicating that the motion is to be debated.

Similarly, a person cannot, without the consent of the meeting, change the wording of any motion that has been given ahead of time to those attending the meeting—for example, distributed in printed form in advance, printed on the agenda, a motion of which notice has been given at a previous meeting, etc.

The usual way in which consent of a meeting to withdraw a motion is obtained is for the mover to ask the consent of the meeting to withdraw (or change the wording). If no one objects, the chairperson announces that there being no objections, that the motion is withdrawn or that the modified wording is the motion to be debated.

If anyone objects, the chair can put a motion permitting the member to withdraw (or modify) or any two members may move and second that permission be granted. A majority vote decides the question of modifying a motion—similar to amending the motion. A two-thirds majority is needed for permission to withdraw a motion, as this has the effect of amending the agenda.

   d. Request to Read Papers.

   e. Request to be Excused from a Duty.

   f. Request for Any Other Privilege.

The first two types of inquiry are responded to by the chair, or by a member at the direction of the chair; the other requests can be granted only by the meeting.

**Motions That Bring a Question Again Before the Assembly**

There are four (4) motions that can bring business back to a meeting. Which are:

1. Take from the Table
2. Rescind
3. Reconsider, and
4. Discharge a committee

The order in which the four (4) motions are listed are no relation to the order of precedence of motions.

Take from the Table

Before a meeting can consider a matter that has been tabled, a member must move: “That the question concerning ‘ _____’ be taken from the table.”

Such a motion may not interrupt another speaker, must be seconded, is not debatable, is not amendable, cannot be reconsidered, and requires a majority vote.

If a motion to take from the tables passes, the meeting resumes debate on the original question (or on any amendments to it). If considerable time has elapsed since the matter was tabled, it is often helpful for the first speaker to review the previous debate before proceeding to make any new points.

Rescind

A meeting, like an individual, has a right to change its mind. There are two ways a meeting can do so—rescind or reconsider.

A motion to rescind means a proposal to cancel or annul an earlier decision. A motion to reconsider, if passed, enables a meeting to debate again the earlier motion and eventually vote again on it. However, a motion to rescind, if passed, cancels the earlier motion, and makes it possible for a new motion to be placed before the meeting.

Another form of the same motion—a motion to amend something previously adopted — can be proposed to modify only a part of the wording or text previously adopted, or to substitute a different version.

Such motions cannot interrupt another speaker, must be seconded, are debatable, and are amendable.

Because such motions would change action already taken by the meeting, they require:

- a two-thirds vote, or
- a majority vote when notice of intent to make the motion has been given at the previous meeting or in the call of the present meeting, or
**Guiding Principles:**

- Quorum is required before business can be conducted.
- Everyone has the right to participate in discussion if they wish before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A *motion* is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered unless they are brought forth by a subcommittee or reporting body where a second is implied. If a matter is brought forward by only one member, and if there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

**How to do things:**

You want to bring up a new idea before the group.
After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion. After recognition by the president of the board, move to amend by
- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.
Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed. Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed. Move to postpone to a definite time or date.

You are tired of the current discussion.
Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3<sup>rd</sup>s vote.

You have heard enough discussion.
Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3<sup>rd</sup>s vote.

You want to postpone a motion until some later time.
Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3<sup>rd</sup>s vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back. “Call for orders of the day.”

You want to take a short break.
Move to recess for a set period of time.

You want to end the meeting.
Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly. Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification. Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side. Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting. Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

Executive Session. Discussion of an issue of sensitive, proprietary or personal in nature.

Unanimous Consent: If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- You may INTERRUPT a speaker for these reasons only:
  - to get information about business –point of information to get information about rules– parliamentary inquiry
  - if you can't hear, safety reasons, comfort, etc. –question of privilege
  - if you see a breach of the rules –point of order
  - if you disagree with the president of the board’s ruling –appeal
  - if you disagree with a call for Unanimous Consent –object

Order of Precedence of Motions

The rules are in descending order of importance. A rule higher in the table takes precedence over one lower in the table. Implication is that everything takes precedence over the main motion on the floor.

<table>
<thead>
<tr>
<th>Rule</th>
<th>Must Be Seconded</th>
<th>Open for Discussion</th>
<th>Can be Amended</th>
<th>Vote Count Required to Pass</th>
<th>May Be Reconsidered or Rescinded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn (End meeting)</td>
<td>X</td>
<td></td>
<td></td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>Recess</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>Table</td>
<td></td>
<td></td>
<td></td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>Close Discussion</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Limit Debate</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3rds</td>
<td>X</td>
</tr>
<tr>
<td>Postpone to a later time (###)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2/3rds</td>
<td>X</td>
</tr>
<tr>
<td>Refer to Committee</td>
<td>X</td>
<td>X</td>
<td>(+)</td>
<td>Majority</td>
<td>X</td>
</tr>
<tr>
<td>Kill a Motion</td>
<td></td>
<td></td>
<td>X</td>
<td>Majority</td>
<td>X</td>
</tr>
<tr>
<td>Amend Motion (* #)</td>
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<tr>
<td>Postpone Indefinitely (***)</td>
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<td>X</td>
<td>X</td>
<td>Majority</td>
<td>X</td>
</tr>
<tr>
<td>Main Motion (brought forward by one member of the body)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Majority</td>
<td>X</td>
</tr>
<tr>
<td>Subcommittee/ Reporting Body Motion (exception to the order of precedence, unless made as a main motion)</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Majority</td>
<td>X</td>
</tr>
</tbody>
</table>

(#, ###, *, **, +) See full Rules of Order for explanation of symbols
2.417 PRESIDENT-ELECT ADVISORY COMMITTEE

2.417.001 SCOPE AND PURPOSE
The scope of the President-Elect Advisory Committee is to advise and assist the President-Elect in planning and integration of the strategic plan into all elements of ASHRAE including their presidential message.

2.417.002 MEMBERSHIP
2.417.002.1 Composition
This committee shall consist of nine (9) voting members, including the President-Elect who is the chair, the Treasurer who is the vice chair, and seven (7) appointed members.

A Chair and Vice Chair shall be selected from the nine (9) voting members.

The Executive Vice President shall sit on the committee as a nonvoting member.

2.417.002.2 Qualifications
Members to serve at the pleasure of the President-Elect for the one-year term of the committee.

2.417.002.3 Term of Service
Service on this committee is for the term for which the members have been appointed.

2.417.003 OPERATION
This committee shall review the work of the Society in meeting objectives of the Strategic Plan and shall make recommendations to the President-Elect in the operation of the Society.
APPENDIX I: Recommended Revisions to the ASHRAE Structure

1. Create a new supervisory level, call a DISTRICT, consisting of a minimum two (2), and a maximum of four (4) regions.

2. The Director and Regional Chair (DRC) role for their region and the Regional Members’ Council Representative (RMCR) role shall be merged into a new role which shall be defined as Regional Chair (RC).

3. The RC shall manage the region as currently defined in Section 4.5 of the Manual of Procedures for Officers and Directors.

4. The RC will serve on Members Council as currently defined under the RMCR Roles in Section 2.301 of the Rules of the Board.

5. The RC shall be a regional elected position by members of the regions they serve.

6. Each region shall nominate an Assistant Regional Chair (ARC) to assist the RC in executing their duties.

7. The ARC shall be a presidential appointed position; similar to the RVC positions.

8. A District will be chaired by a District Director (DD), who will be a member of the ASHRAE Board of Directors.

9. All current Director roles and responsibilities, as described in Article 4.2 and 4.3 of the Manual of Procedures for Officers and Directors shall be performed by the DD.

10. The District Leadership shall consist of the District Director, Regional Chairs, and Assistant Regional Chairs of all regions within the district boundaries.

11. Board of Directors
   a. The Board of Directors shall consist of the following individuals:
      i. President
      ii. President Elect
      iii. Treasurer
      iv. Four Vice Presidents
      v. One Director from each District
      vi. Six Society Directors at Large
      vii. Executive Vice President (NVM)

12. Members Council
   a. The members of the council who are not Regional Chairs or current Chairs of the committees reporting to the council shall be elected by the Board of Directors. The Regional Chairs and Chairs of the committees reporting to the council shall be appointed as currently stipulated in the Rules of the Board.
   b. The members of the council shall be as follows:
      i. Chair: President-Elect of the Society (V)
      ii. Vice-Chair: Treasurer of the Society (V)
      iii. The Regional Chair from each Region of the Society (V)
      iv. One (1) past member of the Board of Directors (V)
      v. Current Chair of the following committees:
         i. Chapter Technology Transfer, (V)
         ii. Communications, (V)
• Conferences & Exposition, (V)
• Government Affairs, (V)
• Honors & Awards, (V)
• Membership Promotion, (V)
• Research Promotion, (V)
• Student Activities, (V)
• Young Engineers in ASHRAE, (V)

vi. Four (4) Society Board Directors (NV)

c. The Vice Chair of the council shall be the liaison to the Finance Committee.

d. The past BOD member on the council shall be the liaison to the Planning Committee.

13. Publishing and Education Council

a. The members of the council who are not current Chairs of the committees reporting to the council shall be elected by the Board of Directors. The Chairs of the committees reporting to the Council shall be appointed as currently stipulated in the Rules of the Board.

b. The members of the council shall be as follows:

   i. Chair: A Vice President of the Society (V)
   ii. Vice-Chair: A Vice President of the Society (V)
   iii. Two (2) members in good standing who have served as a chair of a standing committee or have served as a Regional Chair. (V)
   iv. One past member of the Board of Directors (V)
   v. One past voting member from each of the following committees:
      • Certification, (V)
      • Training and Education, (V)
      • Handbook, (V)
      • Publications, (V)
      • Historical. (V)

vi. Current Chair of the following committees:
• Certification, (V)
• Training and Education, (V)
• Handbook, (V)
• Publications, (V)
• Historical. (V)

vii. Current Vice-Chair of the following committees:
• Certification, (NV)
• Training and Education, (NV)
• Handbook, (NV)
• Publications, (NV)
• Historical. (NV)

viii. Four (4) Society Board Directors (NV)

c. The Chair of the council shall be the liaison to the Finance Committee.

d. The Vice Chair shall be the liaison to the Planning Committee.

14. Technology Council
a. The members of the council who are not current Chairs of the committees reporting to the Council shall be elected by the Board of Directors. The Chairs of the committees reporting to the Council shall be appointed as currently stipulated in the Rules of the Board.

b. The members of the council shall be as follows:
   i. Chair: A Vice President of the Society (V)
   ii. Vice-Chair: A Vice President of the Society (V)
   iii. Two (2) members in good standing who have served as a chair of a standing committee and has served at least four (4) years as a voting member of a TC, SPC, SSPC, GPC, and/or MTG, or have served as a Regional Chair and has served at least four (4) years as a voting member of a TC, SPC, SSPC, GPC, and/or MTG. (V)
   iv. One past member of the Board of Directors (V)
   v. One past voting member from each of the following committees:
      - Research Administration (V),
      - Standards (V),
      - Technical Activities, (V)
      - Refrigeration, (V)
      - Environmental Health(V)
      - Residential Buildings. (V)
   vi. Current Chair of the following committees:
      - Research Administration, (V)
      - Standards, (V)
      - Technical Activities, (V)
      - Refrigeration, (V)
      - Environmental Health(V)
      - Residential Buildings. (V)
   vii. Current Vice-Chair of the following committees:
      - Research Administration, (NV)
      - Standards, (NV)
      - Technical Activities, (NV)
      - Refrigeration, (NV)
      - Environmental Health (NV)
      - Residential Buildings. (NV)
   viii. Four (4) Society Board Directors (NV)

c. The Chair of the council shall be the liaison to the Finance Committee.

d. The Vice Chair shall be the liaison to the Planning Committee.

15. Upon adoption by ASHRAE membership, create a Society Transition Committee to manage the transition process. At a minimum, the committee shall consist of members of the Board of Directors and members of Members Council.
SY22-23, Goals

Securing our Future
2022-2023
Powers of the Board

Section 4.4 Powers. 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.
The Board of Directors adopts the following resolution committing itself to assuming a high impact governing role:

Whereas, ASHRAE’s long-term effectiveness and growth in a changing, challenging environment depend on the high-impact leadership of a Board that continuously answers three critical questions in a full and timely fashion: Where should ASHRAE be headed, and what should it become, over the long run? What should ASHRAE be now and in the near-term? And how is ASHRAE performing as a nonprofit corporation, both financially and programmatically?

Whereas, the ASHRAE Board needs to transition itself from a body immersed in technical and operational detail to a body that focuses on governance and high-level strategic decisions.

Be it resolved that:

The ASHRAE Board of Directors affirms its commitment to high-impact governance and declares its intention to strengthen the Board’s governing role and processes by making significant and timely changes to the BOD committee structure and the work of the board.
Presidential Initiatives Categories

17 Initiatives
What can the BOD do to fulfill that vision?
Consider the following questions:

1. Who should report to the Board?
2. How many Councils should ASHRAE have?
3. Should we place committees in clusters to reduce the number of reports to the Councils?
4. Does the committee structure of Technology Council need amendment with reference to TC’s.
5. Should ExCom exist?
6. Review ASHRAE processes to streamline reducing time and increasing efficiency
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<tr>
<td>1</td>
<td>Sarah Maston</td>
<td>Chair</td>
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<tr>
<td>2</td>
<td>Andres Sepulveda</td>
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<td>3</td>
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<td>7</td>
<td>Tyler Glesne</td>
<td>Member</td>
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<tr>
<td>8</td>
<td>Chris Gray</td>
<td>Member</td>
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</tbody>
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- **Tim Wentz** – Consultant
- **Staff Representative** - Kim Mitchell (to be confirmed)
Scope of Works for Financial Focus SC

- Financial Analytics
- Limits of Authority
- Financial Requirements for New Proposals
Members of Financial Focus SC

1. Dennis Knight – Chair
2. Art Geisler – Vice Chair
3. Chen Wei Leong – Member
4. Brian Holcomb – Member
5. Steven Sill – Member
6. Wade Conlan – Member
7. Mark Tome – Member

- Hugh Crowther - Consultant
- Staff Representative – Craig Wright (to be confirmed)
Market Driven, Member Valued and Profitable Products and Services
Members of Strategic Business Development SC

1. Dunstan Macauley – Chair
2. Blake Ellis – Vice Chair
3. Ron Gagnon – Member
4. Randy Schregengost – Member
5. Ken Fulk – Member
7. Dru Crawley – Member
8. Chris Gray – Member

- Jeff Littleton - Consultant
- Mark Owen – Staff Representative
The 17 Initiatives in 6 categories promised in the Society Theme must be implemented. They have been assigned to various bodies and individuals within ASHRAE.

The “Champions Club” has been appointed and charged with tracking implementation and reporting status.

Progress will be reported to the members through a Presidential Newsletter.
Going Forward

Time will be allocated at board meetings for each subcommittee including our permanent DEI subcommittee to present and interact with the full board. At the August meeting of the board all four subcommittees will be required to present their action plans for accomplishing their work.
Let's Get Started

Our members are counting on us to lead. We have a lot to do.

THANK YOU FOR YOUR PASSION AND LEADERSHIP
ASHRAE Brand Recognition
formerly known as
“ASHRAE As Household Name”
Committee

• Dr. Kishor Khankari, Chair
• Mr Wade Conlan
• Mr Kenneth Fulk
• Mr Arthur Giesler
• Mr Tyler Glesne
• Dr. Chris Gray
• Mr Ashish Rakheja
Task

• Establish recommendations for next steps to “Increase ASHRAE Brand Recognition (formerly known as household name)” as well as where in the present ASHRAE structure these actions could take place.”
What is “Brand Recognition”?

• Household Name = ASHRAE Brand Recognition

• Be recognized as the single most reputable and reliable resource for issues related to the HVAC & R Industry by the general public and/or adjacencies in the built environment.

• Making ASHRAE a “household name” is about how often someone interacts with our name or brand. This could be how often they hear it on the news, see the logo, use the resources, etc.
Why ASHRAE Board Should Consider This?

• New revenue sources through branding
• New membership potential
• New product development paths
• Enable fundraising from institutional grants based on global impacts
Recommendations

• Assign appropriate groups to investigate ASHRAE logo branding on items/equipment which are certified via an ASHRAE Method of Test.

• Push interviews from ASHRAE leadership or subject matter experts to journalists/news agencies, social media and the ASHRAE web site via a concerted Mass Media Relations beyond the current level of communication which is mainly focused on ASHRAE members.

• Marketing to contact all councils and committees to have brainstorming sessions for increasing ASHRAE brand awareness.

• Consider a concerted effort by ASHRAE to continuously monitor and update the ASHRAE website to make it stay consistently in the top ten on keyword searches related to the HVAC & R industry.
REPORT TO THE BOARD OF DIRECTORS
From the Executive Committee
June 29, 2022

Recommendations for Board Approval:

None.

Information Items:

1. The Executive Committee received reports from Foundation Trustees, Scholarship Trustees, College of Fellows, Life Members, and the Task Force for International Standards Interaction.

2. The Executive Committee had a brief discussion of ASHRAE Scope 3 Emissions. The topic will be discussed further at the June 30th ExCom meeting.

Ms. Scoggins will provide Mr. Mehboob with details from vendors who submitted bids to assist Society in investigating how to reduce or eliminate Society’s scope 3 emissions.
Recommendations for Board Approval:

None.

Information Items:

1. The Executive Committee approved a new Title, Purpose and Scope (TPS) for creation of a new Position Document (PD) on Human Health and Wellness in the Built Environment.

2. ExCom discussed a new MOU with GCC Standards Organization which is a group in the Middle East. No action was taken on the MOU but staff was directed to review the draft language to ensure that Society’s copyright and interests are protected. Staff was directed to provide ExCom with a final draft for review and consideration at an upcoming meeting.

3. ExCom discussed MOUs with members of AASA. No action was taken, but staff was directed to compile a list of AASA members that Society already has an MOU with. Staff will also be drafting an MOU template, for use with all members of AASA.

4. The Executive Committee approved an MOU renewal with AIA (ATTACHMENT A).

5. ExCom discussed translation of ASHRAE publications. Approximately 85% of publications are sold in the U.S. and Canada and have very little market penetration elsewhere, and this is primarily due to the fact that the majority of publications are in English. There was much discussion of possible paths forward. No final decisions were made. It was determined that Mr. Macauley and Ms. Scoggins would work together to determine the following – languages for translation, publications to translate, involvement of chapters and regions — and provide a plan for review and consideration at the fall meeting.

6. The committee had extensive discussion of payments to members, how that information is shared, and if these payments are a conflict of interest for BOD members. No final decisions were made. Mr. Macauley was tasked with working with Pub and Ed Council to gather information on the current and historical process for selecting ALI instructors and provide ExCom with a report at the next meeting. Once Mr. Macauley makes his report, President Mehboob will task a group to recommend a policy for payments to members for review and consideration by the BOD.

ATTACHMENT B includes President Mehboob’s analysis of payments to members during SY 2021-22.

7. ExCom discussed Society’s efforts to address scope 3 emissions. It was discussed that Society’s efforts are moving forward but there is not a cognizant body to select the vendor. It was decided that Ms. Scoggins will work with one or two members of the BOD, Mr. McQuade, and Mr. Wright to select a vendor and move forward.
Memorandum of Understanding

ASHRAE
And
American Institute of Architects

Founded in 1894, ASHRAE advances the arts and sciences of heating ventilating, air-conditioning and refrigeration to serve humanity and promote a sustainable world.

Founded in 1857, the American Institute of Architects (AIA) is the leading professional membership association for licensed architects, emerging professionals and allied partners. AIA serves as the voice of the architecture profession and the primary resource for AIA members in service to society.

ASHRAE and AIA agree to support this Memorandum of Understanding (MOU) to advance and promote the mutual interests and shared values of their respective members, especially in the areas of climate change, decarbonization, and equity. We are committed to working together on the following activities and goals:

CONSISTENT LEADERSHIP COMMUNICATION
Recognizing the importance of communication in organizational collaboration, both organizations commit to hold regular conference calls between staff and/or liaison committees, and two liaison meetings annually (either in person or via conference call) of designated senior representatives to:

- Ensure ongoing advancement of collaborative projects
- Keep each respective organization informed of major initiatives
- Discuss new opportunities for collaboration

The parties responsible for ensuring this MOU is actively pursued through the term of the agreement are ASHRAE’s Director of Member Services and AIA’s Senior Director, Industry and International Relations.

CONFERENCES AND MEETINGS
Each organization agrees to provide the other with a meeting invitation and two complimentary VIP registrations to one of its primary annual meetings, as well as alert the other to calls for entries for their technical program at any relevant conference or meeting. If feasible, upon request each organization will provide guidance to the other on how to submit a proposal for its technical program.
YOUNG PROFESSIONALS DEVELOPMENT
ASHRAE and AIA agree to connect the leaders of the Young Engineers in ASHRAE (YEA) and Young Architects Forum (YAF) to explore joint activities that can help optimize collaboration between engineers and architects early in career development.

ADVOCACY AND PUBLIC OUTREACH
Where mutually beneficial and to the extent allowed by law and corporate policies, ASHRAE and AIA agree to work together on common public affairs goals and advocacy. During annual liaison meetings, public affairs strategies will be discussed, and common goals identified. Collaborative opportunities to be considered include:

- Joint promotion of codes and standards at national and subnational levels
- Promoting mutually beneficial positions during the development and passage of national and subnational legislation, regulations, and policy
- Education of legislators on issues such as technical aspects of building design and its relationship to decarbonization, sustainability, resiliency and health; professional liability aspects of design practices; and the importance of professional licensure, relevant to the members of each organization

PUBLICATIONS
ASHRAE and AIA agree to:

- Provide at least one complimentary subscription to the primary membership periodical to be received at the headquarters location of the other organization
- Explore opportunities to jointly produce publications of mutual benefit
- Cross-market each organization’s publications where appropriate and with industry standard distributor discounts
- Use periodicals to promote the other organization’s events, publications, and other activities
- Explore opportunities to provide discounts on each other’s publications, when doing so is in both organizations’ best interests

EDUCATION
ASHRAE and AIA agree to:

- Cross-market joint educational offerings at the national and international levels (or other offerings that are relevant to the respective audiences), as appropriate, primarily via events calendars
- Explore opportunities to co-develop and co-sponsor
  - new courses, webinars, or other training programs that take advantage of complementary expertise between ASHRAE and AIA
  - certificate or curated education content tracks

TECHNICAL ACTIVITIES COORDINATION
ASHRAE and AIA members share many areas of common technical interest, including built environment health and safety, energy efficiency, decarbonization, and resilience. The organizations agree to foster technical cooperation in these and other areas of common interest by:

- Encouraging members in each organization to participate on technical committees and task forces
• Providing ample opportunity for each organization’s members to participate in and comment on proposed standards, guidelines, policies, and position statements developed on technical subjects as they relate to buildings and community developments
• Establishing liaison representatives to key technical committees where mutually beneficial to do so
• Considering additional sponsorship opportunities, when feasible
• Exploring the co-development of new standards that address topics of mutual technical interest, such as sustainability, renewable energy, indoor environmental quality, or climate change

RESEARCH
Recognizing that ASHRAE research is proprietary to the organization and its members and considering AIA’s Research Agenda, the organizations will explore ways to cross-promote or collaborate on each other’s research efforts, including investigating the creation of joint projects arising out of the results of existing research.

COMMUNITY SERVICE
ASHRAE and AIA will investigate working jointly on one or more community service projects focusing on building health and welfare for communities. These efforts may take place at the local, regional, or national level.

ADMINISTRATIVE CONTACTS
The administrative contacts for actions tied to this MOU shall be:

For ASHRAE:
Jeff Littleton
Executive Vice President
ASHRAE
180 Technology Pkwy
Atlanta, GA  30092
Tel:  404-636-8400
Email:  jlittleton@ashrae.org

For AIA:
Lakisha Ann Woods, CAE
Executive Vice President /Chief Executive Officer
AIA
1735 New York Ave, NW
Washington, DC  20006-5292
Tel:  202-626-7400
Email:  lwoods@aia.org

TERMINATION
Either party may terminate this MOU, with or without stated cause, upon providing the other party with thirty (30) days’ written notice of intent to terminate.

TERM
The term of this Memorandum of Understanding shall begin when signed by both parties and shall terminate at the end of three (3) years unless extended at that time in a writing signed by both organizations.

LEGAL STANDING
This MOU memorializes a commitment by ASHRAE and AIA to continue and enhance their working relationship and individual efforts toward achieving the mutual objectives described above. It does not create a binding obligation or agreement between the two organizations, and neither organization has an obligation to negotiate toward or enter into a binding agreement with the other. In addition, this MOU does not create a partnership, joint venture, fiduciary relationship, or similar relationship between ASHRAE and AIA. Furthermore, this Memorandum of Understanding is intended to be a “living
document,” meant to change as circumstances and priorities warrant. It may be modified or amended at any time in writing acknowledged by both organizations.

FOR ASHRAE
Mick Schwedler, 2021-22 President

____________________________
Signature

____________________________
Date

Jeff Littleton, Executive Vice President

____________________________
Signature

____________________________
Date

FOR AIA
Daniel S. Hart, FAIA, PE, 2022 President

____________________________
Signature

____________________________
Date

Lakisha Ann Woods, CAE, Executive Vice President/Chief Executive Officer

____________________________
Signature

June 2, 2022

____________________________
Date

June 6, 2022
ASHRAE and American Institute of Architects
Work Plan to Support the 2022 Memorandum of Understanding

This Work Plan identifies examples of activities the organizations intend to undertake to implement the goals of the 2022 Memorandum of Understanding (MOU). When necessary, the organizations will create and approve a binding agreement for each program or project undertaken to implement the MOU.

CONSISTENT LEADERSHIP COMMUNICATION
- Convene at least one leadership meeting with ASHRAE and AIA, preferably in person
- Continue to participate in special interest groups such as the CEO Partnership on Climate Action and other AIA or ASHRAE coalitions, task forces, or other groups

CONFERENCES AND MEETINGS
AIA and ASHRAE realize that important networking opportunities are abundant at our respective conferences.
- The guest organization will encourage its VIP(s) to accept the invitation to the host organization’s meeting and participate in relevant events at that meeting.
  - For example, ASHRAE hosts a VIP luncheon at its Winter Conference, to which AIA VIP(s) are invited. Each host organization will provide suggestions to the guest’s VIP(s) of events of interest.
  - The guest VIP(s) should request in advance to schedule a meeting during the event with the host organization’s leadership if the organizations have topics related to potential or existing collaborative efforts to discuss.

As appropriate and agreed upon, ASHRAE and AIA will also consider:
- Providing speakers or panelists at the other organization’s meetings to help provide updates and perspectives on building industry technologies and trends; for example, the organizations may work together to submit a proposal for a session on renovating their respective headquarters buildings during the 2023 ASHRAE Winter Conference
- Continuing to participate in the Building Performance Analysis topical conference
- Participating in or co-sponsoring a topical conference on building resiliency, decarbonization, or other topic(s) of relevance to both organizations’ constituencies; a project plan will be created and approved by both organizations for any conference
- Participating in an industry summit on a topic such as designing, building, retrofitting, and operating low carbon/carbon neutral buildings, possibly in the fall of 2023
- Encouraging networking and outreach with leaders and staff attending each organization’s conference and related events
• Collaborating on conferences or meetings at the Regional or local level
• Encouraging attendance of an AIA representative at ASHRAE’s Decarbonization Conference, scheduled for October 6-7, 2022, in Athens, Greece

Conference-Related Websites
For AIA:
https://conferenceonarchitecture.com/

For ASHRAE:
https://www.ashrae.org/conferences/ashrae-conferences
https://www.ashrae.org/conferences/conference-resources/papers-and-programs

YOUNG PROFESSIONALS DEVELOPMENT
ASHRAE and AIA will encourage Young Engineers in ASHRAE (YEA) and Young Architects Forum (YAF) to propose one or more joint activities, such as a seminar, panel discussion, or other presentation targeting young building design professionals or a co-sponsored and co-hosted YEA-YAF event with a target date in 2023 or 2024. A project plan will be created and approved by both organizations for each activity or event that has financial implications. Some possibilities include:

• YEA Leadership Weekends (3 opportunities: US/Canada; International; Virtual): these are soft skills training events led by a professional facilitator; from a business perspective, they do not generate a profit. Consider inviting AIA members to participate
• Invitations to each organization’s YEA/YAF members to participate in seminars at AIA and ASHRAE Conferences, being diligent about bringing architects and engineers to partner together and participate in these events
• Potential integration of CIBSE YEN into our collaboration network for young AEC professionals
• Evaluation of 3-party event or interaction with AIA YAF / ASHRAE YEA / CIBSE YEN, looking for inspiration within the ongoing YEA-YEN relationship

ADVOCACY AND PUBLIC OUTREACH
The organizations will maintain ongoing communication in regard to issues of common interest at national and subnational levels. When feasible, the organizations will jointly address government bodies including through briefings and other educational fora. Where shared positions exist, the organizations will jointly develop and/or sign onto policy statements or positions, including in the form of letters and testimony. Staff from each organization will have the goal of meeting with their government affairs counterpart(s) on a quarterly basis. Opportunities for engaging with chapters, sections, and components will be pursued and implemented.

Upon request, ASHRAE’s Government Affairs Committee (GAC) will provide appropriate time for an AIA representative to address issues of mutual interest to the organizations. AIA will provide similar opportunities for ASHRAE.

PUBLICATIONS
To disseminate information of interest to the building design industry, ASHRAE and AIA will
• Jointly produce publications of mutual benefit; the ASHRAE primer, Building Our New Energy Future, published in June 2018 is an example for future joint publications; a project plan will be created and approved by both organizations for each publication
• Promote the other organization’s events, publications, and other activities, when appropriate
• Provide peer review of each other’s publications, when appropriate
• Provide staff-to-staff comparisons of each organization’s publications to identify areas of potential collaboration
• Identify opportunities to feature each organization’s work in respective publications (e.g., AIA to pitch an article about the new ASHRAE HQ in Architect Magazine)
• Identify other opportunities with AIA Architect Newsletter and Architect Magazine
• Identify opportunities for providing content for each organization’s electronic newsletters

EDUCATION
To support building industry education and professional development, ASHRAE and AIA will, as appropriate,
• Post each other’s educational offerings on the organizations’ events calendars depending on the relevance to each organization’s audience.
• Co-develop and co-sponsor training and education programs to take advantage of the organizations’ building design expertise; topics for such a program could include a Design Essentials course on Utilizing Integrated Building Design or a course on how to effectively complete and use model contracts; a project plan will be created and approved by both organizations for each new program
• Offer courses and presentations at each other’s conferences of mutual interest to each organization’s membership
• Consider joint course development with AIAU or other relevant platforms

In addition, ASHRAE and AIA will cooperatively promote Science, Technology, Engineering, Architecture, and Math (STEAM) education at the K-12 and post-high-school levels. AIA is revising its K-12 engagement strategy. After this strategy is complete, the organizations will look for additional collaborative opportunities.

TECHNICAL ACTIVITIES COORDINATION
To foster technical cooperation in areas of common interest, ASHRAE and AIA will, as appropriate,
• Invite the other organization to identify a representative to participate on relevant technical committees, task forces, task groups, and other bodies
• Encourage the other organization’s members to participate in the development of and comment on relevant proposed standards, guidelines, policies, and position statements
• Invite the other organization to submit a request to co-sponsor a standard, guideline, or other technical document, when doing so is mutually beneficial
• Create and each approve a project plan when the organizations agree that working together on a specific technical activity is mutually beneficial

RESEARCH
To foster collaboration in areas of research, if appropriate or applicable:
• Upon request from AIA, ASHRAE will provide training on the process for applying for an ASHRAE research project
• AIA will invite ASHRAE to participate in updating AIA’s research agenda, which currently is scheduled to be developed in 2022
• AIA will invite ASHRAE engagement on the Intersections conference, which tentatively is scheduled for 2023
COMMUNITY SERVICE

- Staff will communicate with chapters and components about opportunities for collaboration to further community service activities
- Each organization will consider local opportunities (for example, in the DMV area, Community Forklift may provide an opportunity for collaboration)
- Each organization will promote the collaborative efforts after the fact in appropriate online and other media

CURRENT AND RECENT COLLABORATIVE ACTIVITIES

The following list of collaborative activities the organizations have undertaken between 2020 and 2022 (thus far) is provided for reference and ideas.

- Ginger Scoggins attended the UN Climate Change Conference of the Parties (COP26) in Glasgow, Scotland
- AIA has approved an ASHRAE representative to serve on AIA’s Codes and Standards Committee
- AIA has had representation on ASHRAE Standards Committees
- AIA has had representation on ASHRAE’s Epidemic Task Force
- AIA has had representation on ASHRAE’s Task Force on Building Decarbonization
- Jeff Littleton has participated on AIA’s CEO Climate Action Group
- ASHRAE and AIA leaders met virtually
- ASHRAE and AIA have connected Young Engineers in ASHRAE (YEA) with AIA’s Young Architects Forum (YAF); these efforts will be ongoing
- The organizations have been in regular communication regarding advocacy issues
- ASHRAE and AIA Staff have had monthly virtual meetings
- Both organizations consider diversity to be an important initiative
- Both organizations are interested in collaborating on a joint specialty conference on the future of the Built Environment
- Both organizations want to collaborate on enhancing the Integrated Design process
- Both organizations are interested in decarbonization
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<td>8</td>
<td>HVAC Level I &amp; II</td>
<td>8 payments</td>
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<td>9</td>
<td>In company training</td>
<td>16 payments</td>
<td>56,000.00</td>
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<td>Author fees</td>
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<td>HVAC Level I &amp; II</td>
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<td>Amount. $229,000</td>
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<td>4 out of the 5 served on the Board</td>
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<td>2 out of 5 served on EXCOM</td>
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ASHRAE Brand Recognition
formerly known as
“ASHRAE As Household Name”
Committee

• Dr. Kishor Khankari, Chair
• Mr Wade Conlan
• Mr Kenneth Fulk
• Mr Arthur Giesler
• Mr Tyler Glesne
• Dr. Chris Gray
• Mr Ashish Rakheja
Task

• Establish recommendations for next steps to “Increase ASHRAE Brand Recognition (formerly known as household name)” as well as where in the present ASHRAE structure these actions could take place.”
What is “Brand Recognition”? 

- Household Name = ASHRAE Brand Recognition
- Be recognized as the single most reputable and reliable resource for issues related to the HVAC & R Industry by the general public and/or adjacencies in the built environment.
- Making ASHRAE a “household name” is about how often someone interacts with our name or brand. This could be how often they hear it on the news, see the logo, use the resources, etc.
Why ASHRAE Board Should Consider This?

• New revenue sources through branding
• New membership potential
• New product development paths
• Enable fundraising from institutional grants based on global impacts
Recommendations

• Assign appropriate groups to investigate ASHRAE logo branding on items/equipment which are certified via an ASHRAE Method of Test.

• Push interviews from ASHRAE leadership or subject matter experts to journalists/news agencies, social media and the ASHRAE web site via a concerted Mass Media Relations beyond the current level of communication which is mainly focused on ASHRAE members.

• Marketing to contact all councils and committees to have brainstorming sessions for increasing ASHRAE brand awareness.

• Consider a concerted effort by ASHRAE to continuously monitor and update the ASHRAE website to make it stay consistently in the top ten on keyword searches related to the HVAC & R industry.
MEMORANDUM

DATE: July 14, 2022

TO: Board of Directors
Standards Committee

FROM: Connor Barbaree

SUBJECT: List of potential standards, guidelines, and addenda to be considered during the August Board of Directors Meeting

Attached are analysis sheets for standards, guidelines, and addenda that may be presented to Standards Committee and the Board for publication approval during the upcoming meeting. The analysis sheets are sent in advance of the meeting to provide information in preparation for voting on withdrawal or publication of proposed documents.

If you have a question about the unresolved comments on a publication draft or the attempts to resolve the comments please contact me to view an electronic copy of this documentation, at: cbarbaree@ashrae.org, 678-539-1125.

Please note the following important information regarding the analysis sheets:

- Analysis sheets are included only for those publications having unresolved public review commenters and/or negative PC votes.
- PASA require only those publications with unresolved objectors and/or those where legal action has been threatened to come forward to the Board for approval.
- PASA changes approved by ANSI and the ASHRAE Board of Directors allow documents with no unresolved objectors to be processed by staff for publication and reported to Standards Committee and the Board of Directors.
- Due to ANSI requirements, only commenter information for the last full public and any subsequent ISC\(^1\) public reviews on the analysis sheets are provided.
- Information regarding comments reflects on-time comments only.
- In compliance with ANSI requirements, the Project Committee (PC) vote states the vote tallies for yes-votes, no-votes, no-votes without comments, abstentions, and unreturned letter ballots. Votes for Standards Committee do not require this information.

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\(^1\) ISCs are “independent substantive changes” to a previous public review draft. In an ISC only the marked-up changes are open for comment.
ANALYSIS SHEET

RECOMMENDATION TO BOARD OF DIRECTORS FOR APPROVAL TO PUBLISH PROPOSED STANDARD/GUIDELINE/ADDENDUM


2. Chair: Donald Brundage

3. Cognizant TC: TC 7.6


5. Comments Received: 1st Public Review (FULL): 13 comments from 4 commenters 2nd Public Review (FULL): 28 comments from 4 commenters 3rd Public Review (ISC): 13 comments from 3 commenters


7. PC Approval Vote: 30-4-1-9-1 (Yes-No-Abstain-Ballot not returned)

8. Total # Unresolved Objectors: 7 Total. There was 1 negative commenter (Gary Heikkinen) and 6 negative voters: Sean Beilman, Jay Crandell (FSC), Julie Donovan, Richard Lord, Laura Petrillo-Groh (AHRI), and Marty Salzberg. Mr. Lord is also a negative commenter.

9. StdC Vote for Approval: TBD (Yes-No-Abstain)

10. Description: Addendum ag adds an optional Mechanical System Performance path that allows HVAC system efficiency tradeoffs. The intent is to provide an alternative to a completely prescriptive-based approach to 90.1 compliance without requiring whole-building energy modeling. This approach can capture tradeoffs between heating or cooling efficiency and other system design choices like ductwork and pipe sizing and pumping or ventilation configuration. To ensure that equivalent energy savings are maintained compared to the current requirements, a new metric is also being introduced for evaluating HVAC systems under the new performance path: the Total System Performance Ratio (TSPR).

11. Summary of Unresolved Comments and Negative PC Votes: The following specific issues were raised by negative voters and commenters.
   1. Site energy is a flawed metric and should not be allowed for calculating the TSPR.
   2. It may not be feasible for smaller manufacturers to implement the software requirements of TSPR.
3. TSPR is not useful without part-load performance models with coefficients that are specific to equipment. Having this option for VRF systems and not others is a disadvantage to the other equipment.

4. This addendum doesn’t allow other modeling options besides the simplified block model.

5. Should have been expanded to include the 16 ASHRAE 90.1 reference building models, which would allow system level evaluations.

6. Should not include carbon calculations if they are incomplete (i.e., lacking regional values from 189.1).

*During the publication vote, a new point was raised (however, no committee response is provided at this stage): the committee should focus on Appendix G rather than introducing new discipline-specific performance paths. It complicates the standard and the task of keeping different sections aligned.

As unresolved objectors, Mr. Heikkinen, Mr. Beilman, Mr. Crandell (FSC), Ms. Donovan, Mr. Lord, Ms. Laura Petrillo-Groh (AHRI), and Ms. Marty Salzberg should be offered the right to appeal.

12. Summary of PC Response

Unresolved Comments and Negative PC Votes:

1. The site energy metric is presented as informative option at the request of stakeholders to have multiple options; the AHJ has the responsibility to decide on the appropriate metric.

2. The TSPR tool developed by PNNL requires only standard performance metrics that any manufacturer has available. Individual manufacturers do not need to provide alternative part load calculation methods to participate in TSPR, although they have that option.

3. Language was added in the ISC to clarify that systems can use typical (generic) part-load adjustments unless Appendix G contains specific values.

4. The block model does not restrict more detailed zoning, as these are just smaller or more defined blocks. Language to clarify that was added to the ISC.

5. Eventually, prototype-mirroring templates can be added to TSPR tools to help manufacturers demonstrate the capability of advanced products to have an improved TSPR. Sensitivity analysis showed that inputting actual building configuration was important for savings accuracy vs. using prototypical building configurations.

6. Carbon metrics were moved to an informative appendix and are based on ASHRAE Standard 189.1. 90.1 has generally used national values in its work. As 90.1 develops an approach to carbon metrics it can be incorporated in future updates of TSPR or other performance approaches.

13. Galley Status:

The Chair has signed off on the galleys.
ANALYSIS SHEET

RECOMMENDATION TO BOARD OF DIRECTORS FOR APPROVAL TO PUBLISH
PROPOSED STANDARD/GUIDELINE/ADDENDUM


2. Chair: Donald Brundage

3. Cognizant TC: TC 7.6

4. Public Review Dates:
   1st Public Review (FULL): September 24, 2021 to November 8, 2021
   2nd Public Review (ISC): March 11, 2022 to April 25, 2022

5. Comments Received:
   1st Public Review (FULL): 88 comments from 13 commenters
   2nd Public Review (ISC): 21 comments from 5 commenters

6. Unresolved Comments:
   1st Public Review (FULL): 2 comments from 2 commenters
   2nd Public Review (ISC): 15 comments from 1 commenter

7. PC Approval Vote: 25-10-2-7-1 (Yes-No-Abstain-Ballot not returned)

8. Total # Unresolved Objectors: 12. There was one negative commenter only (Glenn Heinmiller.) There were 11 negative committee voters: Paula Cino, Ernest Conrad (BOMA), Julie Donovan, Melissa Goren, Mike Houston, Vladimir Kochkin (NAHB), Frank Myers, Michael Patterson, Steve Rosenstock, Robert Ross, Marty Salzberg. Committee members Salzberg and Goren were also negative commenters.

9. StdC Vote for Approval: TBD (Yes-No-Abstain)

10. Description: Addendum ap introduces a new section to Standard 90.1 for the use of energy credits to enable a modest increase to the stated baseline efficiency requirements. A total of 33 measures are included for use in all climate zones, covering eight building types. The credit requirement is about a 4-5% additional energy cost savings for most buildings, based on national average energy prices used for ASHRAE 90.1 analysis. While selection of measures is flexible for individual buildings, the requirements were based on a cost-effective demonstration package identified for each building type and climate zone. The energy credit options include both the increase of efficiency above existing requirements within the standard as well as topics not currently addressed in the standard, like point-of-use water heaters, commercial kitchen equipment, or electric load management.

11. Summary of Unresolved Comments and Negative PC Votes: The following concerns were raised during voting and public review:
   1. A 5-20% lighting reduction will create a burden on lighting designers. The IECC has demonstrated that lighting credits are frequently selected without consulting with lighting designers who join a project later.
   2. Addendum ap does not provide credit for the use of the Simplified Building Compliance path for lighting.
3. The lighting section does not take into account IES recommended illuminance levels, which will be difficult to achieve with the required reductions.

4. The energy credits path is too complex and “likely will not save energy”; the focus should instead be on renewables.

5. An analysis of a greater number of typical projects should be conducted before settling on the reduced LPDs in Addendum ap.

6. The 5% threshold is overly aggressive for multifamily buildings since “the new credits have fewer practices that apply” to multifamily. A more reasonable threshold would be 2.5%.

7. Adoption of certain lighting credits in the same package would be counterproductive or bad practice (e.g., L02 and G01.)

8. Issues with footnotes in Table 13.5.1-1 not corresponding to the lighting building categories in Table 9.5.1.

As unresolved objectors, Ms. Cino, Mr. Conrad (BOMA), Ms. Donovan, Ms. Goren, Mr. Houston, Mr. Kochkin (NAHB), Mr. Myers, Mr. Patterson, Mr. Rosenstock, Mr. Ross, and Ms. Salzberg should be offered the right to appeal.

12. Summary of PC Response

Unresolved Comments and Negative PC Votes:

1. The LPD reduction was modified to 5-15% in contrast to the IECC requirement of 10-20%.

2. The ISC included guidance on how to utilize the simplified building method to achieve lighting credits.

3. Revisions to the original draft included notes pointing to IES recommended practices to reinforce the importance of maintaining safe lighting levels across space types. Furthermore, reductions in LPDs can be achieved with more efficient lamps and fixtures, without modifying illuminance.

4. Analysis showed that energy credits will save more than any other addendum to 90.1-2019. Energy credits were developed as a prescriptive option that does not require complex modeling.

5. Prescriptive LPD levels were set based on a survey of available efficacy lamps and luminaires, and in many cases, there are higher efficacy units available.

6. The ISC revised the multifamily package with consideration of public comments; for example: the assumption that multifamily dwellings utilize central systems was removed. The credit requirement is also reduced if renewable energy is not available.

7. The credits are optional measures; their selection can be catered to a project’s goals compared to the traditional approach in which a building must meet a full suite of requirements as they are presented.

8. The building use types in Addendum ap are not intended to match lighting areas. In fact, they correspond better to the building performance factors in Table 4.2.1.1.

13. Galley Status: The Chair has signed off on the galleys.
ANALYSIS SHEET

RECOMMENDATION TO BOARD OF DIRECTORS FOR APPROVAL TO PUBLISH PROPOSED STANDARD/GUIDELINE/ADDENDUM


2. Chair: Donald Brundage

3. Cognizant TC: TC 7.6


5. Comments Received: 1st Public Review: 7 comments from 5 commenters 2nd Public Review (ISC): 2 comments from 2 commenters

6. Unresolved Comments: 1st Public Review: 0 Unresolved Comments 2nd Public Review (ISC): 0 Unresolved Comments

7. PC Approval Vote: 37-3-0-3-2 (Yes-No-No without comment-Abstain-Ballot not returned)

8. Total # Unresolved Objectors: 4 – There are four unresolved negative voters – Jay Crandell (FSC), Jason Glazer, Chris Mathis, and Benjamin Meyer.

9. StdC Vote for Approval: TBD (Yes-No-Abstain)

10. Description: This addendum proposes new requirements for lighting used within indoor plant growth facilities using a new metric, photosynthetic photon efficacy (PPE), developed by the American Society of Agricultural and Biological Engineers (ASABE) for the ANSI/ASABE S640 standard. The threshold PPE required for compliance (and avoidance of penalties) is based on the type of facility and will vary for greenhouses vs. all-electric buildings.

11. Summary of Unresolved Comments and Negative PC Votes: The objectors are all aligned that greenhouse requirements should not be limited to lighting. They all suggested that the addendum be expanded to include other 90.1 criteria (envelope, mechanical equipment, modeling, etc.)

As unresolved objectors, Mr. Crandell (FSC), Mr. Glazer, Mr. Mathis, and Mr. Meyer should be offered the right to appeal.

12. Summary of PC Response Unresolved Comments and Negative PC Votes: The lighting subcommittee responded that Addendum ar was always intended to focus exclusively on lighting efficacy and controls, i.e., greenhouse requirements that were suitable for inclusion in Section 9.

13. Galley Status: The Chair is reviewing the galleys.

Addendum ar – Horticultural Lighting
ANALYSIS SHEET

RECOMMENDATION TO BOARD OF DIRECTORS FOR APPROVAL TO PUBLISH
PROPOSED STANDARD/GUIDELINE/ADDENDUM

1. Designation: BSR/ASHRAE/IES Addendum to ANSI/ASHRAE/IES Standard
   90.1- Energy Standard for Buildings Except Low-Rise Residential
   Buildings

2. Chair: Donald Brundage

3. Cognizant TC: TC 7.6

   2nd Public Review (ISC): March 11, 2022 to April 25, 2022

5. Comments Received: 1st Public Review: 7 comments from 4 commenters
   2nd Public Review (ISC): 2 comments from 2 commenters

6. Unresolved Comments: 1st Public Review: 0 Unresolved Comments
   2nd Public Review (ISC): 0 Unresolved Comments

7. PC Approval Vote: 33-0-0-8-4
   (Yes-No-Abstain-Ballot not returned)

8. Total # Unresolved Objectors: 6 – There are six unresolved negative voters – Paula Cino, David
   Handwork, David Herron (AIA), Jonathan Humble, Frank Myers, and Kelly Seeger.

9. StdC Vote for Approval: TBD
   (Yes-No-Abstain)

10. Description: This addendum applies the DOE’s Appliance Standards and
    Rulemaking Federal Advisory Committee (ASRAC) VRF Working
    Group’s revisions to the test procedure and Energy Conservation
    Standards for Variable Refrigerant Flow equipment. The new test
    procedure, AHRI 1230-2021, is significantly more stringent and will
    result in lower EERs and IEERs for the same equipment. As a result,
    changes to Tables 6.8.1-8 and 6.8.1-9 are required, including an update
    to the referenced test procedure (AHRI 1230-2021).

11. Summary of Unresolved Comments and Negative PC Votes:
    The objections are related to a point raised when the committee
    reviewed the ISC. Mr. Lord disagreed with the VRF equipment
    derating. He did not support lowering efficiency requirements without
    data to prove that manufacturers would have difficulty meeting the
    new AHRI test procedures. The other negative voters echoed Mr.
    Lord’s reasoning.

    After additional discussion once data became available, the following
    three voters became resolved: Lord, Jonlin, and Morrison.

    As unresolved objectors, Ms. Cino, Mr. Handwork, Mr Herron (AIA),
    Mr. Humble, Mr. Myers, and Ms. Seeger should be offered the right
    to appeal.
12. Summary of PC Response
Unresolved Comments and Negative PC Votes:

The committee was provided with data to support the lower EER and IEERs of VRF equipment based on updates to AHRI 1230. The units tested showed a 16% EER reduction and a 13% IEER reduction under the AHRI 1230-2021 test procedure. Adjusting the 90.1 requirements to the Addendum ay values will prevent the removal of a disproportionate number of models from the market, while enabling a roughly 8-10% increase in minimum peak load efficiency.

13. Galley Status:

The Chair has signed off on the galleys.
ANALYSIS SHEET

RECOMMENDATION TO BOARD OF DIRECTORS FOR APPROVAL TO PUBLISH PROPOSED STANDARD/GUIDELINE/ADDENDUM


2. Chair: Donald Brundage

3. Cognizant TC: TC 7.6

4. Public Review Dates: 1
   1st Public Review (FULL): November 5, 2021 to December 20, 2021
   2nd Public Review (ISC): March 11, 2022 to April 10, 2022

5. Comments Received: 2
   1st Public Review: 1 comment
   2nd Public Review (ISC): 2 comments from 2 commenters

6. Unresolved Comments: 2
   1st Public Review: 1 Unresolved Comment
   2nd Public Review (ISC): 1 Unresolved Comment

7. PC Approval Vote: 37-0-0-6-2
   (Yes-No-No without comment-Abstain-Ballot not returned)

8. Total # Unresolved Objectors: 1 – There is one unresolved negative commenter, Glenn Heinmiller.

9. StdC Vote for Approval: TBD
   (Yes-No-Abstain)

10. Description: This addendum updates space-by-space lighting power density (LPD) values based on improvements in efficacy. On average, LPD values have been reduced by 4% to reflect changes in available technology. Interior controls in Section 9.4.1.1 and Table 9.5.2.1 have also been updated, with various improvements to formatting and the addition of several new requirements for office spaces.

11. Summary of Unresolved Comments and Negative PC Votes: Mr. Heinmiller objected to the LPD values for gyms, lobbies, hotel lobbies, and restrooms. He was not resolved by the ISC, which raised these values, but not to the level he suggested.

   As an unresolved objector, Mr. Heinmiller should be offered the right to appeal.

12. Summary of PC Response Unresolved Comments and Negative PC Votes: The committee revised LPDs for the four space types under concern but not to the exact values suggested. Since hotel lobbies were a particular concern mentioned in both Mr. Heinmiller’s comments, the committee response reminded him that the hotel lobby LPD can be supplemented with a decorative lighting allowance.

13. Galley Status: The Chair is reviewing the galleys.
**ANALYSIS SHEET**

**RECOMMENDATION TO BOARD OF DIRECTORS FOR APPROVAL TO PUBLISH PROPOSED STANDARD/GUIDELINE/ADDENDUM**


2. **Chair:** Donald Brundage

3. **Cognizant TC:** TC 7.6

4. **Public Review Dates:** 1st Public Review (FULL): March 11, 2022 to April 10, 2022

5. **Comments Received:** 1st Public Review: 2 comments from 1 commenter

6. **Unresolved Comments:** 1st Public Review: 1 Unresolved Comment

7. **PC Approval Vote:** 32-5-2-3-3 (Yes-No-Abstain-Ballot not returned)

8. **Total # Unresolved Objectors:** 7 – There are seven unresolved negative voters – Paula Cino, Ernest Conrad (BOMA), Mike Houston, Vladimir Kochkin (NAHB), Steven Rosenstock, Robert Ross, and Martha VanGeem. Mr. Rosenstock is also a negative commenter.

9. **StdC Vote for Approval:** TBD (Yes-No-Abstain)

10. **Description:** Proposes a modest (and cost-effective) increase to the onsite renewable energy requirement in Section 10.5.1.1 previously added by published Addendum by. At the new prescribed values, 0.5 W/ft² (5.4 W/m²), modeling has shown that less than 3 – 16% of roof space would be required, depending on the building type. Existing exceptions to the requirements and tradeoff options in the performance path are not being modified.

11. **Summary of Unresolved Comments and Negative PC Votes:** The unresolved objectors disagree with not including an off-site renewable energy option in this addendum. Mr. Rosenstock has additional concerns about the cost analysis in terms of the credit value that was applied. As unresolved objectors, Ms. Cino, Mr. Conrad (BOMA), Mr. Houston, Mr. Kochkin (NAHB), Mr. Rosenstock, Mr. Ross, and Ms. VanGeem should be offered the right to appeal.

12. **Summary of PC Response Unresolved Comments and Negative PC Votes:** The 90.1 renewable energy working group determined that a separate addendum would offer a better route for introducing off-site renewable energy requirements because it is a complex issue that has already been tackled by multiple standards and codes. The working group would like to carefully evaluate the different approaches rather than adding on to the current addendum.

13. **Galley Status:** The Chair has signed off on the galleys.