



**GOVERNMENT AFFAIRS COMMITTEE  
(GAC)**

**RESOURCE MANUAL**

**Approved by Government Affairs Committee: 06-09-2020**

# GOVERNMENT AFFAIRS COMMITTEE RESOURCE MANUAL

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## **PURPOSE**

The Government Affairs Committee Resource Manual is a reference for guidelines, forms, procedures, sample documents and other tools that the Committee uses in its day-to-day operations. It ensures consistency in the operation of the Committee and serves as an educational tool for new members. The Government Affairs Committee Resource Manual is an internal document of the Committee and requires the approval of the Committee only.

## **A: COMMITTEE OBJECTIVES (MBOs)**

Prior to the Society annual meeting, the incoming committee chair will prepare objectives for the committee for the next year and present these objectives to the committee for review during the Society annual meeting. The objectives will be included in the committee's report to the council at the annual meeting as an information item, and a copy of the objectives will be sent to ASHRAE headquarters staff, Assistant to the BOD.

- A. If any committee does not submit its objectives to the council at the annual meeting, the assigned BOD Ex-Officio is responsible for contacting the incoming committee chair and working with him/her to complete these objectives.
- B. ASHRAE headquarters staff Assistant to the BOD will send copies of objectives to the BOD Ex-Officio, committee staff liaison and council staff liaison. Staff liaisons will send objectives to committee and council members.
- C. Each objective should be measurable and should include a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective. If an objective is to be assigned to a specific member or subcommittee of the committee, this should also be included.
- D. A status report of the objectives will be included in the committee report submitted to the council at the Society winter meeting, and a copy of the objectives will be sent to ASHRAE headquarters staff, Assistant to the BOD
- E. A final report of the objectives will be included in the committee report submitted to the council at the Society annual meeting, and a copy of the objectives will be sent to ASHRAE headquarters staff, Assistant to the BOD. The objectives prepared by the incoming committee chair for the next year (or by the individual who will be the next year's chair) will also be included in this report. These two reports on objectives will show the council what the committee accomplished during the Society year that is ending and what is planned for the upcoming year.
- F. A suggested format for committee objectives (MBOs) is included as Appendix B of the GAC Resource Manual.
- G. The Executive Subcommittee shall assist the GAC Chair in preparing the Public Policy Priorities document for each Society Year.

**B: COMMITTEE OBJECTIVES**

\_\_\_\_\_ Committee

Chairman: \_\_\_\_\_

Society Year: 20\_\_ - 20\_\_

Date: \_\_\_\_\_

<b>Objective</b>	<b>Planned Completion Date</b>	<b>Fiscal Impact</b>	<b>Responsibility</b>	<b>Program Approved</b>	<b>Cost Budgeted</b>	<b>Status</b>

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

- State the primary responsible individual, subcommittee, or body.
  - Report a brief but complete statement of status. Cite completion date if objective is fulfilled.
-



## **D: GAC REGIONAL VICE CHAIR ANNUAL SCHEDULE**

### **JULY**

1. Obtain a list of current year's GA Chairs from Director and Regional Chairman. Update mailing/contact information lists as necessary.
2. Send introductory letter to all GA Chairs.
3. Develop newsletter or article for chapter newsletter that summarizes events at past ASHRAE Annual Meeting.
4. Begin preparation for fall CRC workshop (if appropriate). Contact those who may be of assistance at regional or Society level.
5. Confirm PAOE year-to-date totals for GA with headquarters, with a copy to the Regional Chair, no later than 30th of the month.
6. Prepare Regional Government Affairs MBOs for use at the region's planning session and the Society GGA Committee (Please see Template C.).
7. Begin planning and scheduling Government Outreach Days.

### **AUGUST**

1. In preparation for fall CRC's, make sure there are sufficient chapter chair certificates and other materials for distribution.
2. Prepare a regional "GA Annual Report" for presentation at the first business session at the fall CRC. See *Standardized RVC Reporting Format* in GA Resource Manual for sample report.
3. When arriving at the fall CRC, check the location of the room for the GA Workshop and notify the hotel immediately, if not satisfactory
4. Monitor GA Chairmen PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
5. Select chapter(s) to host a Distinguished Lecturer, conferring with the regional chair. Communicate with selected chapter(s) so they may incorporate in their 12-month planning schedule.
6. Follow up with assigned liaison organizations to receive minutes and other publications.

### **SEPTEMBER**

1. Send out letter reminding all GA Chairs of their responsibilities.
2. Ask GA Chairs for 12-month planning schedule.
3. Monitor GA Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
4. Monitor Chapter Distinguished Lecturer utilization.
5. Submit GAC Awards to Society for judging.

### **OCTOBER**

1. Approximately October 15, notify Chapter President and GGA Chairs of submission dates for PAOE points.
2. Monitor GA Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC for the Presidential guidelines.
3. Work on Subcommittee assignments as assigned and by due dates set by the GAC.
4. Monitor Chapter Distinguished Lecturer utilization. Notify GA Chairs regarding November 30 deadline for scheduling of visits allocated to region. Encourage GA Chairs to apply for unused visits available through Society after November 30.

### **NOVEMBER**



1. Work on subcommittee assignments as assigned and by due dates set by GAC.
2. Monitor GA Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC for the Presidential guidelines.
3. Monitor Chapter Distinguished Lecturer utilization. Notify GA Chairs regarding November 30 deadline for scheduling of visits allocated to region. Encourage GA Chairs to apply for unused visits available through Society after November 30.

## **DECEMBER**

1. Prepare and distribute second or third regional letter.
2. Follow up with chapters on "Chapter Program Evaluation Summary" Forms for Best Chapter Program Competition (July through December competition).
3. Continue efforts on subcommittee assignments as applicable.
4. Approximately December 15, remind Chapter Presidents and GA Chairs of due date for PAOE point submissions.
5. Monitor GA Chair PAOE points submitted in accordance with the current Presidential PAOE guidelines. Input any PAOE points required by the RVC for the Presidential guidelines.
6. Prepare Regional RVC report, liaison overview, and updated MBO for Society meeting. Submit documentation to GAC per the criteria established by the committee (due dates and paper/electronic format).
7. Attend GA Committee RVC Training at the Winter Conference.

## **JANUARY**

1. Interface with subcommittee members and GA Chairs as they prepare progress reports.
2. Attend subcommittee meetings prior to GA Committee meeting at ASHRAE Winter Conference.
3. Attend GA Committee, and assigned subcommittee meetings at ASHRAE Winter Conference.
4. Attend other required committee/council meetings at ASHRAE Winter Conference.
5. Monitor GA Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.

## **FEBRUARY**

1. Begin preparations for spring CRC Workshop (if appropriate). Contact those who may be of assistance at regional or Society level.
2. Begin preparation for third quarter regional letter preparation.
3. Approximately February 15, notify Chapter Presidents and GA Chairs of due date for PAOE point submission.
4. Monitor GA Chairmen PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
5. Follow up with assigned liaison committees to receive minutes and other publications.

## **MARCH**

1. Continue work on subcommittee assignments as applicable.
2. Approximately March 15, notify Chapter Presidents and GGA Chairs of due date for PAOE point submission.
3. Monitor GA Chairmen PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.

## **APRIL**

1. Add any additional materials to enhance the GA Workshop for spring CRC.

2. Continue effort on subcommittee assignments as applicable.
3. Approximately April 15, notify Chapter Presidents and GA Chairs of due date for PAOE point submission. Closely monitor PAOE reporting and work with delinquent chapters.
4. Monitor GA Chairmen PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.

## MAY

1. In preparation for spring CRC, make sure there are sufficient chapter chair certificates and other materials for distribution.
2. Prepare a regional "GA Annual Report" for presentation at the first business session at the Spring CRC. See *Standardized RVC Reporting Format* in GGA Resource Manual for sample report.
3. When arriving at the CRC, check the location of the room for the GA Workshop and notify the CRC Chair, if not satisfactory. Conduct the CRC Workshop, with assistance from others, as needed. Submit Workshop Evaluation Summary Forms within 30 days following the CRC to Headquarters.
4. Indicate preferred subcommittee assignment to incoming Society GA Committee Chair.
5. Approximately May 15, notify Chapter Presidents and GA Committee Chairs of due date for PAOE point submission. Push for final phase of PAOE reporting.
6. Monitor GA Chairmen PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
7. Determine due dates GAC awards and notify GGA Chapter Chairs.

## JUNE

1. Follow up with chapters on "Chapter Program Evaluation Summary" Forms for Best Chapter Program Competition (January through June competition).
2. Prepare for ASHRAE Annual Conference, including a regional RVC progress report.
3. As necessary, assist Society-level subcommittees in preparation of progress reports for ASHRAE Annual Meeting.
4. Attend GA Committee and assigned subcommittee meetings at ASHRAE Annual Meeting.
5. Attend other required committee/council meetings at ASHRAE Annual Meeting.
6. Attend GA Committee Training at the ASHRAE Annual Meeting.
7. Approximately June 15, notify Chapter Presidents and GA Committee Chairs of due date for final year-end PAOE point submission.
8. Monitor **FINAL** GA Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC Address any apparent discrepancies in reporting observed.
9. Assemble judges, judge chapter entries, and notify chapter winners of regional technology awards winners. Help winners to refine entries in preparation for society submittal.
10. **Take time, think back over the past year and learn from the past in order to be better prepared for the future.**

**E: STANDARDIZED RVC/ REPORTING FORMAT**

The following information is compiled into a summary spreadsheet showing activity for each region. The spreadsheet is reviewed by GAC at each Society meeting.

<b>ACTIVITY</b>
<b>CRC</b>
Total number of chapters in region
Number of chapters present
Number of GA chapter chairs present
Percentage of participation
Percentage of GA chapter chair participation
No. of planning sessions held
<b>PAOE</b>
No. of Chapters Reporting PAOE Points:
No. of Chapters Making Society Minimum :
No. of Chapters Making Society PAR :
Highest PAOE Points by a Chapter:
Percentage of chapters reporting
Percentage of chapters making Society Minimum
Percentage of chapters making Society PAR
<b>CHAPTER VISITS</b>
No. of visits made:
No. of visits scheduled:
Percentage of chapters visited:
<b>GAC AWARDS</b>
Government. Affairs Award
<b>Government Outreach Days</b>
No. of Chapters Participating
No. of government officials visited
No. of ASHRAE members participating
No. of Chapters reporting
No. of days duration

## **F: STANDARDIZED ExO/CONSULTANT REPORTING FORMAT**

- **Issues and Updates (ExO Report)**
  - **Other**
-

## **G: GAC CHAPTER CHAIR CALENDAR**

### **MAY-JULY**

1. Recruit the GAC chair (if not filled yet) and additional GAC committee members as needed.
2. Set up a GAC committee meeting and assign members to manage each state and local jurisdiction within the Chapter's geographical boundaries.
3. Develop an article for chapter newsletter that highlights events and overall PAOE of last year's chapter meetings.
4. Contact your GAC Regional Vice Chair (RVC). Prepare and attend Fall CRC workshop (if appropriate).
5. Attend GAC Chapter Training Workshop at the Fall CRC (if appropriate).
6. Begin planning and scheduling Government Outreach Days.

### **AUGUST**

1. Review the current year's society PAOE GAC sheets with committee and BOG members, develop tentative goals and deadlines. Encourage joint activities with local government organizations.
2. Deliver MBO to the chapter president.

### **SEPTEMBER**

1. Announce chapter-level Government Activities deadlines, requirements for competitions at chapter, regional and society levels and actively encourage and assist submissions.
2. Schedule a planning session with RVC which is due by October 30<sup>th</sup>.
3. Report on GAC activities that have occurred since the last meeting.

### **OCTOBER**

1. Report on GAC activities that have occurred since the last meeting.
2. Schedule a planning session with RVC which is due by October 30<sup>th</sup>.

### **NOVEMBER**

1. Report on GAC activities that have occurred since the last meeting.
2. Provide or contribute a GAC article for the next issue of chapter newsletter.

### **DECEMBER**

1. Report on GAC activities that have occurred since the last meeting.
2. Provide or contribute an article and photos for the next issue of chapter newsletter.
3. Remind BOG members, committee chairs and membership to report qualified, GAC PAOE activities, and enter these PAOE points before the end of year.
4. GAC Chapter Chairs are encouraged to attend GAC training at Winter Meeting.

### **JANUARY**

1. Report on GAC activities that have occurred since the last meeting.
2. Provide or contribute an article and photos for the next issue of chapter newsletter.

### **FEBRUARY**

1. Contact your GAC Regional Vice Chair (RVC). Prepare and attend Spring CRC workshop (if appropriate).
2. Attend GAC Chapter Training Workshop at the Spring CRC (if appropriate).
3. Report on GAC activities that have occurred since the last meeting.
4. Provide or contribute an article and photos for the next issue of chapter newsletter.

## **MARCH**

1. Contact your GAC Regional Vice Chair (RVC). Prepare and attend Spring CRC workshop (if appropriate).
2. Attend GAC Chapter Training Workshop at the Spring CRC (if appropriate).
3. Report on GAC activities that have occurred since the last meeting.
4. Provide or contribute an article and photos for the next issue of chapter newsletter.
5. Assemble judges, judge chapter's Government Activities Award entries, and notify chapter winners. Forward first-place winner/entry in each category to RVC for regional competition.
6. Announce the date/time and topic of society web seminar to membership.

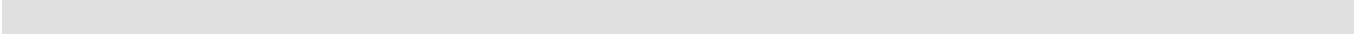
## **APRIL**

1. Report on GAC activities that have occurred since the last meeting.
2. Provide or contribute an article and photos for the next issue of chapter newsletter.

## **MAY**

1. Report on GAC activities that have occurred since the last meeting.
2. Provide or contribute an article and photos for the next issue of chapter newsletter.
3. Help chapter's Government Award first-place winners to refine entries in preparation for Regional submittal.
4. Remind chapter members in newsletter for the upcoming society annual meeting.
5. GAC Chapter Chairs are encouraged to attend GAC training at Annual Meeting.

## **JUNE**

1. Report on GAC activities that have occurred since the last meeting.
  2. Remind BOG members, committee chairs and membership to report qualified, GAC PAOE activities, and enter these PAOE points before July 15th.
  3. Help chapter's regional Government Activities Award first-place winners to refine entries in preparation for society submittal, ensure the submissions will be received by society by September 30st.
- 

## H: GAC STANDING RULES

- (A) All business meetings of the Society, Board of Directors, councils, Executive Committee and other committees shall be governed by the rules of procedures contained in the current edition of *Robert's Rules of Order Newly Revised* where the same are not inconsistent with the law or the provisions of the Certificate of Consolidation, the Bylaws, or special rules of the Board of Directors.
- (B) Standing committees and special committees normally have their final meeting for the Society year at the annual meeting. Reports to councils and BOD resulting from such meetings shall be rendered by the outgoing committee chairman and the appropriate BOD ex-officio on the committee.

ROB 2.104.002.1 Unless otherwise stipulated, standing bodies are expected to meet at the Winter and Annual Meetings. Meetings beyond those authorized may be called by the chair with the approval of the Society President or Coordinating Officer. Standing committees and special committees normally have their final meeting for the administrative year at the Annual Meeting.

The new members of such committees who have been appointed for the succeeding year shall be invited to attend such committee meetings as guests and without vote, but the standard transportation reimbursement shall apply to them.

- (C) The following categories of committee members do not vote and do not count for a quorum unless specifically indicated: BOD ex-officio members on Committees, Consultants, Advisors and Staff members.

New ROB for (C) above

### **2.104.005.1**

06-06-25-18

Standing bodies may contain non-voting members. These members have all the rights and privileges of voting members, but are not allowed to cast votes. Non-voting members may include ex officio members, staff and consultants.

- (D) Each committee's actions, proceedings, findings, conclusions, and reports shall be subject to the direction and review of the BOD and the council to which the committee reports. The BOD or the council may take such steps, or see that such steps are taken by the committee, as may be appropriate to comply with the Society's Charter and Bylaws, and to make effective any resolution adopted by the Society, or any resolution, rule, or direction of the BOD or the council to which the committee reports.
- (E) If any doubt or controversy should arise as to whether a particular subject or matter is within the jurisdiction of a committee, or whether any action should be taken by a committee, or in the case of a committee tie vote, the same shall be settled and determined by the BOD or by the council to which the committee reports.

- (F) When a recommendation is disapproved by a council, the committee shall be informed of the action, together with a brief statement on the comments leading to the disapproval. The committee can resubmit the recommendation with any statements it desires to make relating to the negative comments or to additional supporting information which it believes could change the council voting.

In the event the council disapproves a resubmittal of an action, the submitting committee may appeal directly to the BOD. An affirmative vote of two-thirds of the appropriate committee's voting members is required to approve submitting an appeal. On such an appeal, the council shall submit its reasons for disapproval for the consideration of the BOD.

- (G) Committee Manuals of Procedures (MOPs), following approval by the committees, shall be submitted to their respective council for approval.
- (H) Any committee, except those specifically authorized by the Rules of the Board, requesting authority to appoint a representative to coordinate its activities or meet with other organizations or groups having interests similar to those of the committee shall make a written request initially and annually thereafter to the chairman of its council. The request shall include the reasons for the coordination activities or meeting and estimated travel costs, if required, and indicate if the travel costs are budgeted. The council chairman shall take the action deemed appropriate and report action(s) to ExCom.
-



## **I: GOVERNMENT AFFAIRS AWARD**

The Government Affairs Award recognizes an ASHRAE member who demonstrates outstanding efforts in the national, state, provincial and/or local government on technical issues important to ASHRAE.

### **Purpose**

The purpose of the award is to stimulate effective participation by ASHRAE members in national, state, provincial, and/or local government activities in connection with technical issues related to the purpose of the Society.

### *Guidelines for the Government Affairs Award Presentation*

Each year the Society recognizes exceptional performance by a member in the area of government activities. During the Society fiscal year, Chapters assemble support materials describing the member's activities in interacting with national, state, provincial and/or local governments.

A typical award application includes a standard cover page (see below), a narrative section, the Chapter's government advocacy plan, the member's government advocacy with relevant documentation, publicity, etc.

### *Eligibility Requirements*

An ASHRAE member interacting with national, state, provincial and/or local governments is eligible for nomination for this award. Applications may be submitted by a Chapter or by any ASHRAE member in good standing. The winner is selected from these entries. The Chair of the GAC Member Mobilization Subcommittee is responsible for organizing the Government Affairs Awards program, establishing submission deadlines and selecting the entry to Society programs.

Judging: A minimum of three judges will be selected by the GAC. At least one judge should have experience as a Chapter officer - preferably with involvement in a Chapter government activity. Judging guidelines for the Society award are provided in the GAC's MOP. The judging occurs in the fall immediately following the last Chapters Regional Conference.

### **Selection Schedule**

#### **1. Regional Vice Chair may select an entry for the CRC (optional):**

**Submittals due to RVC for Regional competition  
Judging completed for Regional Submittals  
Notification to Regional Winner**

**Determined by RVC  
Determined by RVC  
At CRC**

#### **2. Nominations for this award are submitted to the Regional Vice Chair, who submits all entries for Society competition no later than September 30 and must include:**

**Standard Cover Page, Narrative Section, the Chapter's or Chapters' Government Affairs Plan, Relevant Documentation, Publicity, etc.**

*Submit one copy electronically in pdf format to [jscarborough@ashrae.org](mailto:jscarborough@ashrae.org).*


#### **3. Staff sends regional submittals to GAC Judging Panel by October 1**

#### **4. Judges deliberate and make decision by the Winter Meeting**

- a. GAC recommends final candidate to Honors and Awards Committee for approval by Members Council at Winter Meeting**
- b. Staff notifies first place winner**
- c. Judging Panel notifies second and third place winners and non-winners**
- d. Judging Panel submits article on winner to editor of *ASHRAE Insights***

*Presentation*

The Government Affairs Award is presented at the Society's Annual Meeting. The first place winner is recognized during the Honors and Awards portion of the Plenary Session.



**GAC SUBMITTAL FORMAT FOR GOVERNMENT AFFAIRS REPORT**

**1. Cover Page**

**GOVERNMENT AFFAIRS AWARD APPLICATION**

*Society Year 20\_\_ - 20\_\_*

**Contact information for Nominee**

<b>Name of Nominee</b>	<b>ASHRAE Region</b>	<b>Chapter</b>	<b>Positions in Chapter</b>	<b>Full Mailing Address</b>	<b>Email</b>	<b>Chapter President Name, Signature and Date</b>

**Contact information for Nominator(s)**

<b>Name(s) of persons making Nomination</b>	<b>ASHRAE Region</b>	<b>Chapter</b>	<b>Positions in Chapter</b>	<b>Full Mailing Address</b>	<b>Email</b>

**Signature and Date:**

**2. Government Affairs Plan**

- Presentations to Government Groups
- Methods to Encourage ASHRAE Chapter Member Activity with Government Entities
- Non ASHRAE Member interactions with Government Entities
- Description of Activities
- Plan and Associated Accomplishments
- Formation and coordination of efforts with other Chapters (if applicable)

**3. Discussion of how Government Affairs efforts were implemented highlighting successes and failures by this nominee or team of nominees. If applicable, please note how multi-Chapter teams' activities enhanced the success of this effort.**

## **Discussion of Future Focus and Activities**

### **Appendices – Optional**

- Government Entity Identification Forms
- Liaison Interest Forms
- Chapter Involvement Survey Forms
- Correspondence
- Publicity

*Submit to Chair Government Activities Committee's Member Mobilization Subcommittee by sending to [jscarborough@ashrae.org](mailto:jscarborough@ashrae.org).*



## J: GUIDELINES FOR AWARDS

All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to Members Council and the BOD for review and approval.

ASHRAE awards are grouped into the following categories, each of which has their defined forms of award:

- Personal Honors
- Personal Awards for General Society Activities
- Personal Awards for Specific Society Activities
- Paper Awards
- Society Awards to Groups or Chapters

Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Paper Award, etc.) No business, product, or commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming an award for an individual member.

Each proposed award shall be submitted with a detailed description, including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process to the Honors and Awards Committee.

Proliferation of awards that will tend to detract from the worth of existing awards must be avoided. The award must first be considered as applying to an important field of ASHRAE related activity; the name of the award would then add prestige.

Awards may be proposed by any committee, chapter, or individual to the immediate authority but eventually must pass through the Honors and Award Committee for approval prior to submission to Members Council and then to the Board of Directors. The Honors and Awards Committee will assist anyone wishing to submit a proposal for a new award. The proposal should be reviewed early in the process to allow determination for the appropriate nature of the anticipated award and meeting all necessary criteria for acceptance.

(Revision Approved by Members Council January 30, 2007 for addition to Volume 2, Standing Rules, General Rules, Board, Councils and Committees)

## **K: CONTENT, FORMAT AND HANDLING OF MOTIONS**

### **INTRODUCTION**

A motion is an important tool for conducting business within the Society and for proposing action on an important issue. A motion should be written in succinct language. If a motion is expected to move through several levels of approval (for example from a subcommittee to a committee, then to a council and ultimately to the Board), state what is recommended but omit references as to which body must approve it. The committee can then pass the motion along to the council (and to the Board, if required) as it is written without having to rephrase it. If a rule or policy already exists, a motion to re-affirm the rule or policy is out of order.

### **CONTENT**

When a motion is made recommending that a higher body approve it, the following should be included: Motion (request action)  
Background (reason for action)  
Fiscal impact (estimated cost of action)

### **FORMAT**

The body of a motion should contain as completely as possible the following information:

1. State the action that is being recommended. For example, "I move that \$75,000 be allocated..."
2. Qualify elements of the motion so that they are not open for interpretation, debate or negotiation. For example, "I move that \$75,000 be allocated to develop a certification course on fan design..."
3. Include the time frame for completing the action if a time is desired. For example, "I move that \$75,000 be allocated to develop a certification course on fan design to be completed by June 2007."
4. If a motion is anticipated to become a Rule of the Board (ROB) it should be worded as a rule. A rule number should also be suggested. Existing related rules may be included in the background. If a motion is to amend an existing ROB, deletions should be shown as ~~striketroughs~~ and additions should be shown as double underlines. See examples below.

#### **New ROB:**

"I move that a new ROB be added to ROB Volume 2, 2.105.003, to read as follows:

*A reference manual should contain reference documents, white papers, guides etc. that the council or committee uses in conducting its work but that are not appropriately a part of the Rules of the Board or the council's or committee's Manual of Procedures.*

#### **Amendment to existing ROB:**

"I move that the proposed change to the Election and Appointment Procedures be approved as follows (~~strike through~~ = deletion; double underline = addition):

Rev. 2006.09.17

1. Unless otherwise provided, the committee members and the respective chairs thereof shall be selected by the President-Elect in advance of the annual meeting and be confirmed by the President-Elect when he/she takes office as President, with the approval of the Board of Directors at the first meeting called after the report on the election. (SBL

7.2)

2. The selection procedure for each standing committee which is not directly elected by the Board of Directors is as follows: At least two months prior to the Annual Meeting, the President-Elect shall submit recommended appointments of standing committees and their respective chairmen and vice-chairmen to the Board of Directors. ~~With approval of the Board, these designated shall, at least 30 days prior to the annual meeting.~~ Appointees shall be invited to attend any meetings of their committees that may be called during the Annual Meeting. Committee appointments shall be approved by the Board of Directors as required by the Society Bylaws (65-07-04-23/95-01-29-05).

## **BACKGROUND**

Provide progression of events, the reason (what the action would accomplish) or other information that would help the approving body to debate and decide on the issue. The more thorough the background, the more convincing the arguments, the more complete the research, the more beneficial the request is to the betterment of the Society, the more likely the motion will be approved. Include the recommending body's vote count to assist the approving body in determining the level of support or controversy.

When a motion is made, it must be seconded unless it is from a committee or subcommittee. Once the motion is moved and seconded, the chair then states the motion unless it is presented in writing and all members have copies.

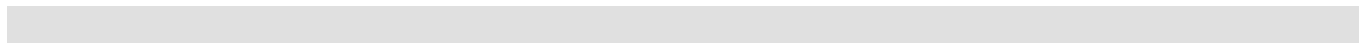
## **FISCAL IMPACT**

Include an estimate of the cost to take the action requested. State whether this amount has been included in the budget for the year in which the expense will be incurred. If the expense will be incurred in a future year, request that the amount be included in that year's budget. If there will be no fiscal impact, this should be stated.

\* \* \* \* \*

Attachment A - Summary of Motions based on *Robert's Rules of Order Newly Revised*

Attachment B - Format for Motion (used for a motion made during a meeting)



## Attachment A

### Summary of Motions Based on *Robert's Rules of Order Newly Revised*

This summary provides *At a Glance* information on handling motions that may arise during a meeting.

MOTION	PURPOSE	SECOND	DEBATABLE	AMENDABLE	MOTION	VOTE	DESCRIPTION
1. Main	Introduce business	Yes	Yes	Yes	All	Majority+	The lowest rank of motion. To Amend Rules a $\frac{2}{3}$ vote and Previous Notice is required.
2. Postpone Indefinitely	Defer a matter or kill it	Yes	Yes (on the Main Motion as well as postpone)	No	All except 1	Majority	May be applied only to main motions including Questions of Privilege.
3. Amend *	To change or modify a pending motion	Yes	Yes (but confined to the amendment)	Yes	All except 1,2	Majority (The vote is on the amendment)	Amend by insert or add, strike out, strike out and insert, substitute (a whole paragraph or resolution).
4. Commit x	To place business in hands of a few (e.g. a committee)	Yes	Yes (as to propriety of committing only)	Yes	5,6,7,8,9	Majority	The motion Commit adheres to the Main Motion and together they make one question.



5. Postpone to set a time	To set a time when a matter must be considered	Yes	Yes (only as to the propriety of postponing)	As to time As to Special or General Order	6,7,8,9	Majority $\frac{2}{3}$ for Special Order	If passed the subject cannot be taken up before the set time except by a $\frac{2}{3}$ vote. General Order – a certain day Special Order – a certain time.
6. Previous Question	To stop debate and order an immediate vote	Yes	No	No	7,8,9	$\frac{2}{3}$	To make this motion state: The Previous Question is moved on (State main motion or amendment on which vote is demanded.) Calling out question, question carries no requirement for action by the chairman.
7. Table Take from table	To lay aside a matter such that it May be considered later.	Yes	No	No	8,9	Majority	Table is not used to suppress the motion. Postpone Indefinitely should be used to suppress.
8. Orders of the Day	To force a meeting to return to the program, which is the Order of the Day	No	No	No	9	$\frac{2}{3}$	Must be called for at a time when Orders of the Day are being deviated from (Except Special Orders).

9. Question of Privilege	To get the attention of the Chair at once	No	No	No	Adjourn	Majority	Use to Ask a Question – to attend to some matter of business that cannot wait. Usually decided informally, without floor. Do not wait for recognition from the Chair.
--------------------------	---	----	----	----	---------	----------	---

+ A majority means more than half of those who voted for or against the motion. A  $\frac{2}{3}$  vote means  $\frac{2}{3}$  of those who voted for or against the motion.

\* There may be only one amendment to the *Main Motion* pending at one time. This 1st degree amendment may have only one amendment (2nd degree) pending at one time. As each is voted, other amendments may be offered in succession. *Previous Question* (stop debate and vote) may be applied to a motion or an amendment. A *Substitute Motion* is an *Amendment*. Amendments must be germane to the subject matter to be amended. After all amendments are voted, vote on what has become the *Main Motion as amended*.

x When a committee is to be appointed, nomination for the committee may be made from the floor. Chair puts vote; beginning with first named in succession. When the naming of the committee devolves upon the chairman, before the committee can act, the names must be announced to the assembly, unless permission is granted to the chairman to do otherwise. Whoever appoints the committee has power to appoint the chairman and fill vacancies. The committee reports to the assembly.

**MOTION**  
**GOVERNMENT AFFAIRS COMMITTEE**

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

MOTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BACKGROUND: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

FISCAL IMPACT: \_\_\_\_\_

\_\_\_\_\_

Vote count: For  Against  Abstaining

Chairman voting? Yes  No

Motion passed  Motion failed   
Motion referred to:

**L: MENTORING PROGRAM**  
(ROB 100-128-003)

During the final meeting of the Fiscal Year, the Board of Directors/Board of Governors, Council or Committee Chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:

- Before the next meeting of the Board of Directors/Board of Governors, council or committee meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose.
  
- The mentor should make every effort to update the new member on:
  1. Board of Directors/Board of Governors, council, committee or chapter functions, focus and objectives.
  2. Review the Rules of the Board (ROB) and Manual of Procedures (MOP) with the new member.
  3. Discuss the typical meeting format and member duties and responsibilities.

The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:

1. Member's field of expertise and employer
2. Chapter and city of the new member
3. Former chapter, region and Society positions previously held by the new member

The new member will be sent a copy of the group Rules of the Board (ROB), Manual of Procedures (MOP) and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.

The chair of the Board of Directors/Board of Governors, council, committee or chapter shall have the following responsibilities:

1. Assign a mentor to each incoming new member of the group prior to the first meeting.
2. Assure that the time allotted at the beginning of the first meeting is sufficient for proper introduction of the new member by the assigned mentor.
3. Assess at a later meeting the effectiveness of the mentor/new member relationship.
4. Provide any assistance to enhance the mentor/new member relationship.

Completion date: The relationship terminates at the end of the new member's first year in the group.

Process of Measurement at the  
Society and Regional Level:

See ROB for matrix

Process of Measurement at the Chapter Level:

Focus and measurement will be accomplished using the Presidential Award of Excellence (PAOE) program. Points will be awarded based on a chapter submitting an effective plan to accomplish mentoring of new members. Short term results will be measured by PAOE compliance. Long term measurement would be completed by retention % reduction for new members who have belonged to the Society for less than two years.

Process of Measurement at the Society and Regional Level:

Measurement	Actual %	Tool	Responsible Party
1. Each Board of Directors/Board of Governors, council, committee will include the mentoring program in their Manual of Procedures (MOP).		MOP	Committees/Council
2. The committee Management by Objectives (MBO) should include an objective for mentoring which will be reported to the council at each meeting.		MBO	Committees/Council
3. The mentoring program will be monitored to determine its effectiveness through the MBO process.		MBO	Council
4. The councils at each Annual Meeting will include in their report to the Board of Directors the status of that Council's mentoring program.		BOD Report	Council

Process of Measurement at the Chapter Level:

Focus and measurement will be accomplished using the Presidential Award of Excellence (PAOE) program. Points will be awarded based on a chapter submitting an effective plan to accomplish mentoring of new members. Short term results will be measured by PAOE compliance. Long term measurement would be completed by retention % reduction for new members who have belonged to the Society for less than two years.

Measurement	Actual	Tool	Responsible Party
1. Percent of chapters having a mentoring program in place as reported by PAOE		PAOE Report	Membership Promotion Committee
2. Retention decrease of new members		Membership Report	Membership Promotion Committee

## **M: TIPS FOR GAC MEMBERS FOR MAKING A CHAPTER VISIT**

### **BEFORE YOU GO:**

- Notify the Chapter President and Government Affairs Committee Chair (if you're an RVC) that you are planning a trip to visit their Chapter.
- Utilize the ASHRAE GAME criteria to fly, drive, take public transportation, ride a bike or walk to the Chapter meeting, if possible.
- If you're an RVC, make sure the Chapter Committee Chairs and their Committee members will be at the meeting.
- Arrange with the Chapter President and Committee Chair for time to speak during the Chapter meeting.
- Arrange to attend BOG meeting – find out date/time – ask them for a “special” meeting, if they don't typically meet the same day as the Chapter meeting.
- Ask to make other local visits – school, employer, etc. or offer to conduct a work shop
- Confirm date, get there early, confirm hotel transportation, and provide them with a summary of what you want to see/do and any audio-visual needs. Give them information on your presentation (if speaker). Send bio for their newsletter.
- Ask where they need help–
- Prepare some information regarding ASHRAE Society news to share.
- Review their Newsletter/website, prior to your visit.

### **DURING YOUR VISIT:**

- Attend BOG meeting – actively participate, rather than observe. Some people even run the meeting or send them questions before their visit to reply to.
  - Remind them to update their ASHRAE bios.
  - Say something different from main meeting talk, but it's ok to reinforce some issues. Focus more on how to help them keep their Chapter viable.
- Meet with your Government Affairs Committee and its Chair, separately.
  - Catch up on training
  - Refresh
  - Help w/questions
  - Training their replacement – help ID or meet them
  - Review plan/MBO's
- Make local visits – school, employer, facilities, govt. office, media, church, etc.
- Check their ASHRAE literature stash and advise on sources for updating brochures.
- Speak for at least 10 minutes. You are giving up valuable personal time, ASHRAE paid for you to travel all that way, and the Chapter is paying for your hotel. Give them at least 10 good minutes of presentation with a high level of value. Prepare, practice, and deliver a high quality talk.
- Perform your “function” at their Chapter meeting (raise some \$ for RP if you're the RP RVC, sign up a member if you're MP RVC, etc.)
- Give training seminar or work-shop if you have a skill area to share.
- Invite guests to join ASHRAE.
- Invite people to make an ASHRAE Research donation.

- Meet lots of people. Model to the Chapter members how to work a room, introducing people to each other, making everyone feel welcome and engaged.
  - Read “How to work a room”.
- Invite people to attend the CRC (do this at the BOG and at the Main Meeting)
  - Ask who is going
  - Explain why you should go
  - Explain what it is, if needed.
- Try to help them understand what the Region is-how its glue between Society and Chapter.

**AFTER YOU GO:**

- Follow up on your promises to them/to do list within 2 weeks.
- Follow up report sent to DRC – within 2 weeks to DRC, who will share with the rest of the regional executive group. Include the following in your report:
  - Any logistical warnings
  - Upcoming issues/events to be aware of
  - What you did/saw
  - Your perception of the condition of the Chapter
  - update of the Star search list
  - List who you were told is going to CRC
  - Any special successes/challenges.
- Send thank-you for hosting to Chapter President and Government Affairs Committee Chair.
  - Recognize any special assistance provided to you (airport pick-up, taken fishing, etc.)
  - Should be a US Postal note, not just an e-mail or phone call. Within 2 weeks.





**AWARDS AND SUBMISSION ACTIVITIES**


**RVC ASSIGNS**


**ANNUAL REVIEW AND UPDATE REQUIRED:**

These Guidelines will be reviewed and updated annually before the Spring CRC season begins in order to comply with the PAOE for the incoming year.



## O: CHANGES TO THE RULES OF THE BOARD OR MOP'S

Here is proposed updated language for this section:

Changes to Rules of the Board - Proposed changes (additions and deletions) to Rules of the Board (ROBs) shall be submitted by committees, councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors.

- A. To propose a change to an existing ROB, present the current ROB with changes marked by double underlining to designate words proposed to be added and ~~striketrough~~ to designate words proposed to be deleted. A proposed change, as a minimum, shall include the complete ROB number (e.g., 2.106.001.2), the proposed change(s) marked as indicated above, and the reason(s) for the change(s).
- B. To propose a new ROB, present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization.  
Examples:

*It is recommended that this rule be placed in ROB Volume 1, Policies.*

*It is recommended that this rule be placed in ROB Volume 2, Publishing and Education Council.*

- C. To propose rescinding an existing ROB, include in the recommendation the ROB volume in which the rule is located, the rule number or other identification code, and the wording of the rule to be rescinded.


Changes to ROBs shall be issued as supplements to ROBs, BARs and Manuals. The ROBs included in the supplements shall be incorporated in these documents as they are revised.

(90-02-14-13)

- A. Councils and committees shall annually review their Rules of the Board and recommend applicable revisions.

(90-02-14-13)

- B. Proposed changes including additions and deletions to Rules of the Board (ROBs) shall be submitted by committees, councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors.
- C. To propose a change to an existing ROB, present a two-column comparison showing the current ROB number and wording and the proposed ROB wording. A proposed change, as a minimum shall include the ROB number, the proposed change, and the reasons for the change.
- D. To propose a new ROB, present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization. Examples:
- It is recommended that this rule be placed in ROB Book II, Publishing Council
  - It is recommended that this rule be placed in ROB Book I, Section 300, Meetings of Members.
- E. To propose rescinding an existing ROB, include in the recommendation the ROB book in which the rule is located, the rule number or other identification code, and the wording of the rule.

- F. Proposed changes to Society-wide policies and procedures (e.g., Travel Reimbursement Policy, etc.) shall follow the same procedure as for proposed changes to ROBs.
  - G. Proposed changes including additions and deletions to ROBs and manuals (Book II documents) shall be submitted through the respective committees and councils to the Board of Directors.
  - H. To propose a change to a ROB, present a two-column comparison showing the current ROB paragraph number and wording and the proposed ROB wording. A proposed change, as a minimum, shall include the ROB name, the ROB paragraph number, the proposed change, and the reason for the change.
  - I. To propose an addition to a ROB, present the wording for the addition. Include a statement indicating the ROB paragraph in which the addition should be placed.
  - J. To propose rescinding a sentence or paragraph of a ROB, include in the recommendation the ROB section or paragraph number, the wording and the reason for rescinding.
  - K. Appendices to ROBs are considered part of the ROBs; therefore, revisions to appendices shall follow the same procedure as revisions to ROBs.
  - L. Proposed changes including additions and deletions to MOPs should follow the same procedure as that for ROBs (see above), except that changes to a committee's MOP must be approved by the committee and by the body to which the committee reports (e.g., a council). No further approvals are required.
- 

## **P: CHAPTERS REGIONAL CONFERENCE (CRC)**

The term "Chapters Regional Conference" (CRC) defines a meeting of all the chapters in the region. The Chapters Regional Conference Committee conducts the orientation session, caucus, executive session and business meetings. The conference also includes workshops, technical sessions, technical tours, and addresses by Society officers, regional award presentations and offers opportunities for regional fellowship. A Chapters Regional Conference (CRC) will extend for the amount of time, determined necessary by the Director and Regional Chair (DRC) to conduct the business of the region.

- A) Scope - To provide a forum for the dissemination of information pertaining to chapter and regional activities.
- B) Purpose - To provide a medium for:
  - (1) Chapters to report their activities for the previous year and establish goals for the coming year.
  - (2) Regional officers to report their activities and plans.
  - (3) Society officers to inform the region of Society plans, review chapter activities within the region and participate in workshops.
  - (4) Chapter delegates to submit motions for consideration by the region for proper review and action as it relates to Society activities.
  - (5) Chapter delegates to present nominees for Society and regional offices and candidates for honors and awards.
  - (6) Conducting chapter workshops that will educate and prepare officers and committee members to fulfill their responsibilities.
  - (7) Conducting technical sessions on subjects that will educate as well as increase attendance.
  - (8) Organizing social activities that will increase attendance and promote comradeship.
  - (9) Recognizing and presenting awards to chapter and regional members.

Attendance at meetings of the Chapters Regional Conference (CRC) is expected of all chapter delegates, alternates, regional vice chairs, regional historian and chapter committee chairs for Membership Promotion, Student Activities, Research Promotion, Government Affairs and Historical Committees and regional member and alternate to the Nominating Committee. In addition, any Society member residing in the region is encouraged to attend these meetings. The attendance of chapter officers and committee chairs, although not mandatory, is strongly encouraged.

## **O: GAC/TECHNOLOGY COUNCIL REGULATORY REVIEW PROCESS**

The Government Affairs Committee (GAC) employs a streamlined process to review proposed legislation/regulations that concern ASHRAE standards, guidelines or other products, or key issues of interest to ASHRAE. This process:

- Reviews all actions that require a customized technical response (such as items 3 and 4 on the lists below);
- Determines if an official ASHRAE response is needed or desired;
- Identifies who should provide the necessary response information (e.g.; SPCC, TC, etc.); and
- Recommends to whom the action is sent.

There are at least three kinds of referencing of ASHRAE documents that should be distinguished from each other:

- When the legislation/regulation proposes to adopt a standard or guideline by reference
- When the legislation/regulation is referencing some other ASHRAE document as a resource
- When the legislation/regulation concerns something of interest to ASHRAE but doesn't necessarily reference an ASHRAE document

A flow chart has been created to help with the proper flow of information (**See Attached Chart Below, page 43**). As part of that process, legislation/regulations are generally evaluated can using the following methods:

1. Does the legislation/regulation propose to adopt by reference the latest edition of an ASHRAE standard, guideline, handbook or other approved publication? If yes then there is no need to consult TC (tech council) other than report this information to Technology Department staff. A response from ASHRAE should be a letter of support based on their adoption of the subject document (**See Appendix 1: Template Letters**).
2. Does the legislation/regulation propose to adopt by reference OTHER THAN the latest edition? No need to consult TC. Response from ASHRAE should be letter of support in principle and request they adopt the latest edition of the document. Government Affairs staff should identify IF it is known if this is NOT an oversight but a deliberate 'backslide' to an earlier edition. If yes then the cognizant committee for the document could be contacted to get information to bolster the value of the later edition.
3. Does the legislation/regulation adopt by reference only A PORTION of the ASHRAE document and/or amend parts of the ASHRAE document? Government Affairs staff identifies the parts that are not adopted or are amended. Same as 2 above reinforcing the process we follow so it does not need to be amended and inviting participation in our process. Appropriate TC's or other committee should be consulted for additional input concerning why the amendments to and/or unadopted parts of the document are critical and how their legislation/regulation is deficient compared to the entire document unamended. A template letter may not be possible for this dependent upon review of legislation/regulation.

4. Does the legislation/regulation adopt all or part of an ASHRAE document into a 'home grown' legislation/regulation vehicle and/or deal with a topic of interest to ASHRAE and on which we likely have a standard, guideline, handbook chapter, etc.? Same as 3.
5. Does the legislation/regulation provide for some action on a topic of interest to ASHRAE that is considered high priority and to which ASHRAE has critical expertise. Appropriate TCs or other committee(s) should be consulted for input and comments on the legislation.
6. Letters shall be signed by the President of the Society or the President's Designee.

If the action references a standard or guideline, GAC should follow options 1-4 above, depending upon the answer to each question. Turnaround on these postings can be as little as 30 days, so the review and approval process for this work will need to be streamlined as compared to the work done by the Codes Interaction Subcommittee (CIS) under Standards Committee (which reviews code actions as they relate to ASHRAE standards).

However, if the reference is to an ASHRAE document or product (e.g.: ASHRAE Handbook, AEDGs, GreenGuide, Building EQ program) that is not a standard or guideline, these are not written in code-intended language. The legislation/regulation should be examined to determine if it is intended for some specific item such as a calculation, data, etc., and appropriate action taken.

When an official ASHRAE response is seen as necessary, staff will compile the response information (from GAC and/or other ASHRAE committees or individuals) into a unified response to be reviewed by the GAC Chair or designee. The entire process is set up to be completed in less than 30 days.

Even if an official ASHRAE response for any of these options is seen as not necessary, it may be appropriate for the action to be sent to appropriate committees or individuals within ASHRAE for their information and/or for an individual response on their own. Alternatively, it may not be possible to develop response in the available timeframe either with an existing template letter or with a custom response. In this case, ASHRAE may have to pass on the opportunity to respond.

The Administrative Assistant to the Director of Standards and Technology is the conduit used to send the information out to the identified ASHRAE committees or individuals. Specific language will be used in the emails to specify whether responses are being collected for an official ASHRAE response or if the information is being provided in case the ASHRAE members wished to make their own individual responses (**See Appendix 2: Email Format**). Appropriate Technology staff may be used to help in the process as needed – primarily with identifying whether or not a response was called for and which ASHRAE committees and/or members information should be sent to.



## APPENDIX 1: TEMPLATE LETTERS

Regardless of how an ASHRAE document is being referenced (for adoption or as a resource), a template letter can handle the first two options.

1. ASHRAE document referenced is the correct version – the template thanks them for referencing the ASHRAE document and voice support for that action. This is usually going to be a request for information (RFI) or notice of proposed rulemaking (NOPR).
2. ASHRAE document referenced has been replaced by a later version –the template would thank them for referencing the ASHRAE document, point out that there is a more recent version of the document available and voice support for that action. This is usually going to be a request for information (RFI) or notice of proposed rulemaking (NOPR).

Template letters can also serve as a starting point for options 3 and 4 above. These scenarios likely require more customization based on the specific action proposed. A TC may need to be contacted for guidance in customizing the response.

3. ASHRAE standard or guideline is referenced for adoption (this would not really apply to referral as a resource) in part only – template would likely require more customization by case but would thank them for referencing the ASHRAE standard or guideline and then argue that the entire standard or guideline should be adopted by reference rather than just a portion.
4. The action deals with a subject that is of interest to ASHRAE (and/or ASHRAE members) and for which ASHRAE members have expertise that could inform the action and for which ASHRAE may or may not have existing documents that can be referenced.

The drafts below are one page documents and are samples. There is often a word limit, so the template should be short enough to be useable in all instances. A paragraph can be developed and included where appropriate to incorporate information on who/what ASHRAE is, ASHRAE's role as a standards development organization and on the consensus process used. A possible starting point would be the final paragraph used in all ASHRAE press releases. (**See Additional ASHRAE Info below**)

**Letter Template #1: ASHRAE document referred to is the correct version**

Dear Sir/Madame;

Thank you for the opportunity to provide input on *(proposed action)*. ASHRAE supports the reference to *(ASHRAE document)* in the *(proposed action)*.

*(Insert additional ASHRAE information here as appropriate – see below)*

ASHRAE would be happy to provide a complimentary PDF copy of the *(ASHRAE document)* to you.

Please contact [GovAffairs@ashrae.org](mailto:GovAffairs@ashrae.org) to request the information above.

Thank you for your consideration of these modifications to the guidance document.

**Letter Template #2 (version 1): ASHRAE document referred to has been replaced by a later version – Option 1 (where only the document reference needs updated to a newer version)**

Dear Sir/Madame;

Thank you for the opportunity to provide input on *(proposed action)*. ASHRAE is pleased that *(proposed action)* references *(ASHRAE document)*. However, the version of *(ASHRAE document)* being referenced is from *(year)* and this version has been superseded by an edition published in *(year)*. The latest version of *(ASHRAE document)* is from *(year)* and is titled: *(Full name of ASHRAE document)*.

The differences between the old and new versions of *(ASHRAE document)* are fairly significant. For example, *(note differences if applicable)*.

*(ASHRAE document)* is referenced in the following places in the document:

- Page *(XX)*, *(description)*
- Page *(XX)*, *(description)*

ASHRAE strongly suggests that these references be updated to refer specifically to *(Full name of ASHRAE document)*. ASHRAE would be happy to provide a complimentary PDF copy of the *(ASHRAE document)* to you. Please contact [GovAffairs@ashrae.org](mailto:GovAffairs@ashrae.org) to request that information.

Thank you for your consideration of these modifications to the *(proposed action)*.

**Letter Template #2 (version 2): ASHRAE document referred to has been replaced by a later version – Option 2 (where specific page numbers or table references need updated as well as the document reference)**

Dear Sir/Madame;

Thank you for the opportunity to provide input on *(proposed action)*. ASHRAE is pleased that *(proposed action)* references *(ASHRAE document)*. However, the version of *(ASHRAE document)* being referenced is from *(year)* and this version has been superseded by an edition published in *(year)*. The latest version of *(ASHRAE document)* is from *(year)* and is titled: *(Full name of ASHRAE document)*.



In *(document citation, (ASHRAE document))* is referenced as follows.

*(Insert specific reference text here.)*

A newer version of *(ASHRAE document)* is now available. ASHRAE respectfully suggests updating the references as follows:

*(Insert specific reference text here.)*

There are also a number of “generic” references to the *(ASHRAE document)*. ASHRAE would suggest that all of these references also be updated to reference *(ASHRAE document)*. ASHRAE would be happy to provide a complimentary PDF copy of the *(ASHRAE document)* to you. Please contact [GovAffairs@ashrae.org](mailto:GovAffairs@ashrae.org) to request that information.

Thank you for your consideration of these modifications to the *(proposed action)*.

## APPENDIX 2: EMAIL FORMAT

The subject line of the email to follow this format: “**Type of action** by **Issuing Body** on **Subject**”

Terms: Where the type of action would be one of the following:

- **Final Rule**
- **RFI** (request for information)
- **NOPR** (notice of proposed rulemaking)
- **Intent for NOPR**
- **Support Request**(request for ASHRAE support on some action)
- **Notice** (catchall for anything that doesn't fit into the above)
- **Action** (catchall for anything that doesn't fit into the above)

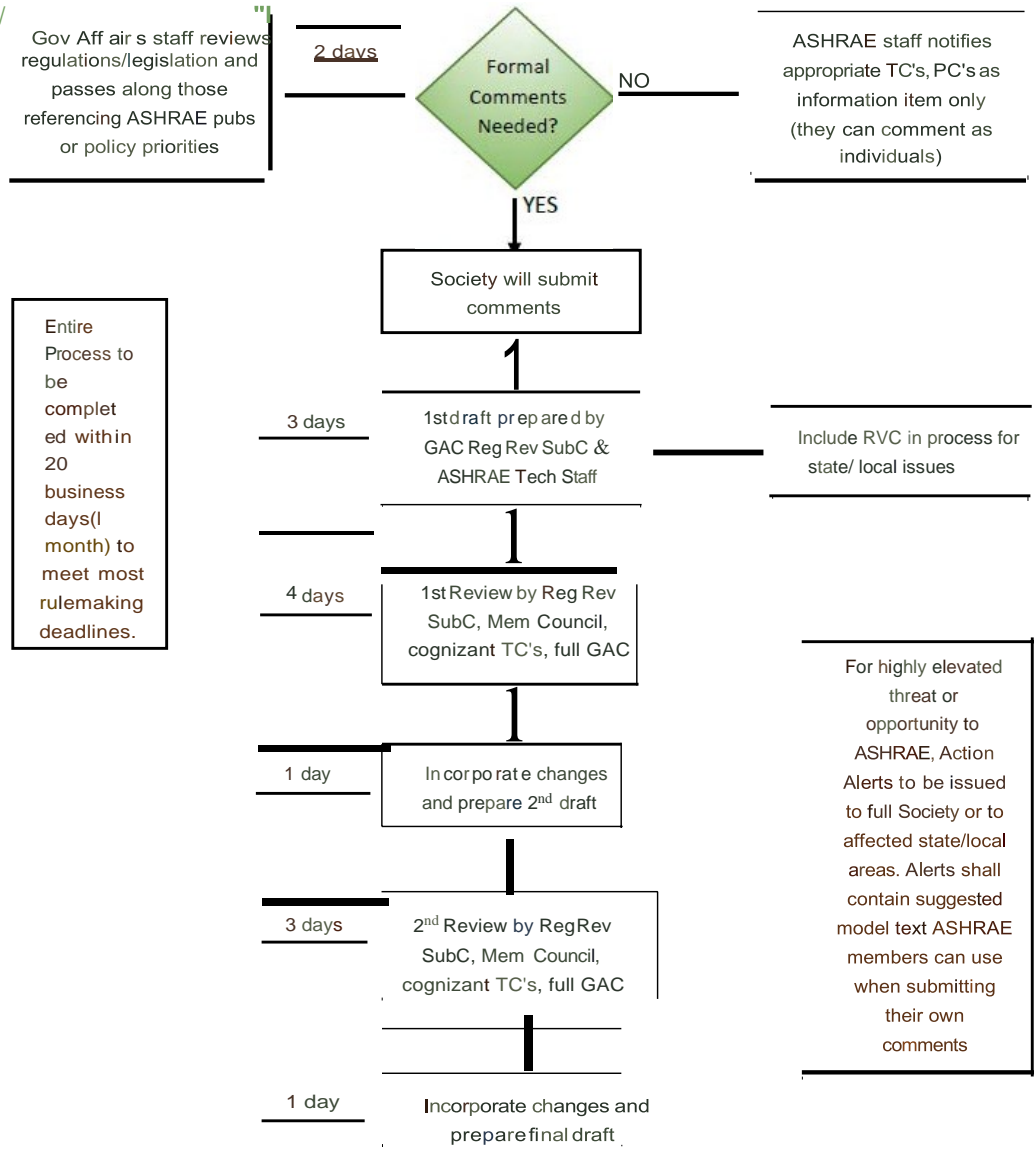
The name of the Issuing Body: DOE, EPA, NIST, GSA, etc.

The subject: “Test Procedures Air-cooled CUACs & CUHPs”

The body of the email to follow this format:

- **Type of Action:** Final Rule, RFI, NOPR, Intent for NOPR, Support Request, Notice, or Action
- **Issuing Body:** specific state or federal agency (DOE, EPA, NIST, GSA, etc.)
- **Subject:** The description of the item from the published action. It might be one or two sentences, or it might be a whole paragraph.
- **Impact on ASHRAE:** brief description of why this might be important to ASHRAE including what documents are mentioned.
- **Specific section to note:** How the ASHRAE document is mentioned (adoption by reference, resource reference, etc.) as well as the page numbers of those mentions for each document listed.
- **Link to Full Description:** this would provide the link to the full detailed information for the item.

**Government Affairs Committee (GAC) & Technology Council Regulatory Review Process**



**R: GOVERNMENT OUTREACH DAY REPORTING FORM**

GAC RVC(s)/Chair(s)/Coordinator(s):

Chapter(s) Participating:

Date of Event:

Number of ASHRAE Member Volunteers (optional: provide list of ASHRAE members participating on separate form):

Total Number of Elected/Appointed Officials Contacted:

Number of Informal/Drop-By Visits:

Number of Scheduled Meetings with Staff:

Number of Meetings with Elected/Appointed Officials:

Was the Government Outreach Day visit part of a special recognition (i.e.: Engineers Week, Building Safety Month)? If yes, then what was the special recognition?

Brief synopsis of event:

Lessons learned for next time?

What was most successful?

What was least successful?

Follow-up Actions Taken and Planned:

Other comments.

Signature(s) of GAC RVC(s) and/or Chapter GAC Chair(s)