



Shaping Tomorrow's Global
Built Environment Today

MINUTES

GOVERNMENT AFFAIRS COMMITTEE

THURSDAY, APRIL 24, 2025

10:00 AM – 12:00 PM EDT

Virtual Meeting

Approved by the GAC on June 20, 2025.

1. Call to Order, Welcome, and Roll Call - Sheila Hayter called the meeting to order at 10:02 a.m. EDT and welcomed the meeting attendees. Attendance was taken (see below). A quorum was present.

Attendance

Present	Absent	Staff	Guests
Sheila Hayter	Keith Reihl	Alice Yates	<i>none</i>
Meghan McNulty	Heather Schopplein	Chris Miller	
Megan Tosh	Artorius Reyes	Emily Porcari	
Tim Wentz	Eleazar Rivera	Jacob Karson	
PJ Johnston	Geoff Jenks	Neil Gavigan	
Andy Persily			
Will Fisher			
Adrienne Mitani			
Patrick Villaume			
Weston Hockaday			
Adam Doubblestein			
Victor Nino			
Doug Cage			
Peter Koneck-Wilwerding			
Tracey Jumper			
Luis Miguel Alvarado			
Syed Mubarak			
Ioan Dobosi			
Ahmed Bolbol			
Sonya Pouncy			
Sarah Maston			
Bryan Holcom			

2. ASHRAE Value Statement – Hayter read the value statement.

ASHRAE Value Statement

In 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. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.

Code of Ethics - <https://www.ashrae.org/about/governance/code-of-ethics>

Core Values - <https://www.ashrae.org/about/ashrae-s-core-values>

Diversity Statement - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>

3. Review of Agenda - Hayter reviewed the agenda, and it was accepted as written. Hayter stated she may need to leave briefly at which point Meghan McNulty will chair the meeting; Hayter told McNulty to rearrange things as needed.
4. Approval of Minutes from February 7, 2025 Meeting – Hayter asked for a voice vote to approve the minutes from the February 7, 2025 meeting (See Attachment).

MOTION: To approve the minutes of the February 7, 2025 GAC Meeting. Motion made by Meghan McNulty and Seconded by Will Fisher.

MOTION PASSED: Approved By Voice Vote (CNV). No Objections. No abstentions.

5. Update on Action Items – Yates reviewed the attached action items, saying all but one are complete. Yates also said a letter has been drafted but not sent as part of Item # 11. Hayter then instructed Yates to send the letter to complete remaining action item.
6. Subcommittee Reports and MBO Status Reports (See Attachment)
 - a. Executive Subcommittee – Hayter gave updates from the Executive Subcommittee.

- i. MBO Update – Hayter noted this MBO is complete. McNulty proposed allowing virtual attendance for any member who is unable to attend in-person. There was considerable discussion of the pros and cons of hybrid meetings. Overall, most members seemed to agree that allowing virtual participation would make ASHRAE more inclusive, even though ASHRAE has a strong preference for in-person participation.

ACTION ITEM: Members Council Rep and GAC ExO will raise the issue of requiring a virtual option for all meetings. Staff will work with Andy Persily, Sheila Hayter and Meghan McNulty on drafting talking points or an email communication for this purpose. **Due Date: Annual Meeting 2025.**

- ii. Revisions to the MOP (see Attachment) – Hayter briefly reviewed the recommended revisions: Revisions to address recommendations from the GAC Nominating Subcommittee to include:

- Recommendations for the Communications Coordinator and Council Representatives. Recommendations may also be made for the ExO and CO.
- Revisions to encourage coordination and communication among the GAC Chair (who now is a voting member of Members Council), GAC Vice Chair (who is a voting member of the Members Council PAOE Subcommittee) and the GAC Members Council Representative
- Minor modification to description of Communications Coordinator position.

MOTION: To recommend that Members Council approve the recommended revisions to the GAC MOP (attached). Motion made by Meghan McNulty and Seconded by Ahmed Bolbol.

MOTION PASSED: Approved By Voice Vote (CNV). No Objections. No abstentions.

- iii. Streamlining the Resource Manual (see Attachment) – Hayter explained that the recommended revisions were made to streamline and modernize the document. She noted the committee has had nearly a year to review these revisions.

MOTION: To approve the recommended revisions to the GAC Resource Manual. Motion made by Sonya Pouncy and Seconded by Megan Tosh.

MOTION PASSED: Approved By Voice Vote (CNV). No Objections. No abstentions.

- b. Policy and Programs Subcommittee - Persily provided updates from the PPSC.

- i. MBO Update – Persily reviewed the status of his subcommittee’s MBOs.
- ii. PPIBs Status Update (See Attachment) - Persily stated the subcommittee has updated 12 PPIBs, one of which was finalized in February (Building Electrification). The remaining 11 have been reviewed by Tech Council and the subcommittee is responding to their comments. Persily also briefly noted the potential new PPIBs, explaining that one has been drafted. Persily noted that the PPIB approval process is not clear, and the subcommittee will be recommending changes to the MOP and/or Resource Manual to clarify the process.
- iii. Update on SME Program for GOEs - Persily noted that the status of this program is detailed in the MBO update table. He explained that they will be making several recommendations for the program. Persily also

reminded the committee that the program is still new and under development.

c. Member Mobilization Subcommittee -Bobol provided updates from the MMSC.

- i. MBO Update- Bobol stated that the subcommittee continues its efforts making progress on MBOs #1 and #2.
- ii. GOEs – Goals and Status Update (see Attachment) - Bobol reviewed the GOE report, noting that many more GOEs have been held than have been reported. Bobol had suggestions for encouraging the submission of the GOE reports:

ACTION ITEM: Staff to create video to show how to fill out and submit a GOE form. This video will be imbedded in the CRC GAC Training as well as the GOE training. **Due Date: Summer**

ACTION ITEM: Staff to send reminder to all chapter chairs and presidents regarding submission of GOE forms and PAOE points. **Due Date: ASAP**

- iii. Feedback on VoterVoice Advocacy Tool/“Action Alerts” (see Attachment) - Emily Porcari reviewed how VoterVoice has been used and its impacts. Yates asked if any members are hearing positive or negative feedback (such as too many emails). GAC members had no comment.
- iv. Porcari also mentioned that government outreach to schools can be effective and explained that new schools case studies can be useful for motivating chapters’ involvement in these efforts (See attachment).

d. Global Affairs Subcommittee - Jacob Karson provided GASC updates in lieu of Eleazar Rivera’s absence. Karson reported on the MBOs and congratulated the subcommittee for going above and beyond in its translation efforts. The work the subcommittee is doing on these could be used as a model for other ASHRAE translation efforts conducted by volunteers.

e. Nominating - McNulty reported that the subcommittee completed its work in submitting recommendations to the Appointments Roadmap Committee. She also reported that the subcommittee has done such great work in making recommendations for next year’s subcommittee chairs that she will be canceling the next meeting (April 28).

7. Reports

- a. ExO Report – Holcomb reported that the board has made no changes to the DEI subcommittee in reaction to new US administration. Holcomb explained that the membership ad-hoc committee is still reviewing membership grades. The Board is involved with other efforts, but nothing directly related to the GAC.
- b. Communications Coordinator Report - Pouncy stated that she met with Maston and Yates about developing a webpage with policy updates for Africa and the Middle

East. She will likely be advancing a motion through the GAC GASC to contract with a firm to provide monthly updates for this region, similar to what's provided for Europe.

- c. Technology Council Representative Report - Heather Schopplein was absent and had no report.
 - d. Members Council Representative Report – While Keith Reihl was absent from the meeting, he provided a report to include in the meeting minutes:
 - A couple chapters that were in RAL and migrated to the new region asked to go back, which Members Council granted. One issue was political (i.e., you couldn't travel between countries). Keith noted that ASHRAE should consider political issues as new chapters are established and assigned to regions.
 - Reihl raised some questions about GAC training that were discussed in MMSC.
 - Reihl has a draft of the PAOE for next year. Contact him if you'd like to see an advance copy before it is distributed in June.
 - e. Pub-Ed Council Representative Report – Tosh had nothing to report.
- 8. Other Business - Hayter asked if there was any other business. None came up.
 - 9. Review of New Action Items added at this meeting- Yates reviewed new action items from the meeting (see Attachment).
 - 10. Next Meeting – Hayter stated that meeting would occur at the Annual Conference in Phoenix on Friday, June 20, from 1pm-5pm MST.
 - 11. Adjourn – Bolbol moved to adjourn the meeting; it was adjourned at 11:29 EDT.

Minutes Respectfully Submitted by Alice Yates, Staff Liaison



Shaping Tomorrow's Global
Built Environment Today

DRAFT MINUTES
GOVERNMENT AFFAIRS COMMITTEE
FRIDAY, FEBRUARY 7, 2025
1:00 PM – 5:00 PM EST
HILTON ORLANDO

ATTENDANCE

Members Present

Sheila Hayter, Chair
Meghan McNulty, Vice
Chair
Tim Wentz
Andy Persily*
Adrienne Mitani
Patrick Villaume
Weston Hockaday
Adam Doubblestein
Victor Nino*
Doug Cage
Luis Miguel Alvarado
Peter Koeneck-
Wilwerding
Megan Tosh
Keith Reihl
PJ Johnston
Will Fisher
Eleazar Rivera
Tracey Jumper
Geoff Jenks
Syed Mubarak
Ioan Dobosi
Varun Jain
Ahmed Bolbol
Sonya Pouncy
Sarah Maston
Bryan Holcomb

Members Absent

Artorius Reyes
Heather Schopplein

Guests

Georgios Pantelidis, GTIC
Erica Powell
Samantha Slater, AHRI
Michele Mihelic, AIA
Bill McQuade
Ashish Rakheja
Martin Luymes, HRAI
Vicki Worden, GBI
Don Davis, BOMA
Tobi Showunmi
Darryl Boyce
Chris Ruch, SMART
Doug Fick
Scott West
Brad Lentz, ACEC/CAMEE
Dwayne Taylor
Thomas Kolpasky
Megean Garrett
Alex Armstrong
Joe Pickens
Matt Archey
Stephanie Lamore
Alexa Stone
Jeff Hurd
Sierra Spitulski
Dennis Knight
Bill Bahnfleth
Larry Hodgins
Austin Worrell
Money Khanna

Staff

Alice Yates
Bryce Causey
Chris Miller
Emily Porcari
Jacob Karson
Neil Gavigan
Kirstin Pilot

Guests
(continued)

Madison Shultz
Jonathan Alo
Darryl Boyce
Blake Ellis
Collin Laisure-Pool
Matthew Archey
Rob Craddock

*Indicates Remote Participation

1. Call to Order, Welcome, and Roll Call - Sheila Hayter called the meeting to order at 1:02 p.m. EST and welcomed the meeting attendees. Attendance was taken (see above). A quorum was present.
2. Guest Introductions – Hayter asked the guests in the room to introduce themselves.
3. ASHRAE Value Statement - Hayter read the value statement and referenced the hyperlinks.

ASHRAE Value Statement

In 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. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.

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Diversity Statement - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>

4. Review of Agenda – Hayter reviewed the agenda, and it was accepted as written.
5. Approval of Minutes from October 30, 2024 Meeting - Hayter asked for a vote to approve the minutes from the October 30, 2024 meeting (See Attachment).

MOTION: To approve the minutes of October 30, 2024 GAC meeting. Motion made by Ahmed Bolbol and Seconded by Doug Cage.

MOTION PASSED: Approved By Voice Vote (CNV). No Objections. One abstention.¹

6. Update on Action Items - Alice Yates reviewed the Action Items (see attachment) and noted the updates regarding the 11/30/2024 deadline for actions items #2 and #3.
7. Report from ASHRAE Government Affairs Office: Policy Outlook and Opportunities - Staff from the Government Affairs Office – Staff provided a presentation (see Attachment) highlighting how staff can support GAC efforts and reviewing policy trends and opportunities for engagement in the current political environment.
8. Subcommittee Reports and MBO Status Reports (See Attachment)
 - a. Executive Subcommittee – Hayter provided an update on the Subcommittee’s MBO and activities. There was no vote on Streamlining the Resource Manual as it was the

¹ Sonya Pouncy, who was absent from the Fall 2024 meeting.

consensus of the members that more time was needed to review the changes. Hayter also noted that the 2025-2028 Strategic Plan Preview is posted here:
www.ashrae.org/strategicplan

- b. Policy and Programs Subcommittee - Andy Persily provided updates on the Subcommittee's MBOs, the PPIBs (see Attachment), and the Pilot SME for GOEs Program.
 - i. MBO Update – Persily referenced the updates provided in the attached table.
 - ii. Revised PPIBs

MOTION: To approve revisions of the 12 PPIBs listed below as recommended by PPSC (see attachments). Motion made by Persily.

1. Building Electrification
2. Building Decarbonization
3. Building Energy Benchmarking
4. Climate Change and the Built Environment
5. Consensus Standards- Expert Solutions to Meet Global Needs
6. Environmental Tobacco Smoke and Electronic Nicotine Delivery Systems
7. Indoor Air Quality
8. Refrigerants and Their Responsible Use
9. Resiliency in the Built Environment
10. STEM Education & Workforce
11. Indoor Carbon Dioxide
12. Wildfires and Indoor Environmental Health

MOTION PASSED: Approved By Voice Vote (CNV). No Objections. One abstention.²

- iii. Update on SME Program for GOEs – Persily explained that the first set of SMEs have been approved and notified; the second set is aimed to be finalized in February. Staff are asking members when GOEs are being planned whether SMEs are needed or requested; so far, no SMEs have been requested.
- c. Member Mobilization Subcommittee -Ahmed Bobol provided updates on the Subcommittee's MBOs, GOE goals and status update (See Attachments). Jacob Karson provided a quick overview of a new advocacy tool for the U.S. called VoterVoice. Other outreach opportunities such as proclamations and resolutions were listed in the agenda:
 - Engineering Week (eWeek) – Feb. 16-22, 2025
 - High Performance Buildings Week – June 2025

² Meghan McNulty

- International Women in Engineering Day – June 23, 2025
- World Refrigeration Day – June 26, 2025
- Energy Efficiency Day – October 1, 2025

- i. MOTION ON PAOE: The MMSC ~~recommends-discussed whether that~~ GAC should recommend to Members Council that it include in its PAOE:

For the use of ASHRAE GAC email alias by the committee chair in communicating with government officials and the listing of the alias on the chapter website. 50 points per activity; 50 points max.

There was considerable discussion on this motion, but no vote was taken.

- d. Global Affairs Subcommittee -Eleazar Rivera-Mata provided updates on the subcommittee's MBOs.
- e. Nominating Subcommittee - Meghan McNulty reported that the subcommittee has submitted its confidential recommendations, and explained the process for submitting for Society-level nominations (deadline of

Feb. 14, 2025, application and process details are here:

<https://www.ashrae.org/communities/committees/committee-nominations>

9. Government Affairs Award Nomination – An executive session was held to discuss this award nomination.

10. Reports from Regional Vice Chairs – Written Reports were provided by all the Regional Vice Chairs (see attachments):

- | | |
|---|--------------------------------|
| • Region V – Adam Doubblestein | • Region VI – Victor Nino |
| • Region VII – Douglas Cage | • Region VIII – Eleazar Rivera |
| • Region IX – Peter Koneck-Wilwerding | • Region X – Tracey Jumper |
| • Region XI – Geoff Jenks | • Region XII – Luis Alvarado |
| • Region XIII – Abdul Razaak Syed Mubarak | • Region XIV – Ioan Dobosi |
| • Region XV – Dr. Varun Jain | • RAL – Ahmed Bolbol |
| • Region I – Will Fisher | • Region II – Adrienne Mitani |
| • Region III – Patrick Villaume | • Region IV – Weston Hockaday |

11. GAC PHOTO – Photos of the current GAC members were taken by a professional photographer. Photos have been uploaded to the GAC Basecamp here:
<https://3.basecamp.com/3106353/buckets/1126389/vaults/8326667795>

12. Reports

- a. ExO Report — Bryan Holcomb provided a report highlighting major Society news and updates (See Attachment).
- b. Communications Coordinator Report — Sonya Pouncy provided a report highlighting communication news and updates (See Attachment).
- c. Technology Council Representative Report- Heather Schopplein provided a written report with highlights from Tech Council (See Attachment).
- d. Members Council Representative Report - Keith Reihl provided a report with highlights from Members Council, including how ASHRAE assists members that have recently experienced hardship situations.
- e. Pub-Ed Council Representative Report -Megan Tosh explained that Pub-Ed would be meeting on Tuesday; she may provide a report following that meeting.

13. Reports from Other Committees

- a. Environmental Health Committee and SSPC 241– Dr. Bill Bahnfleth, Presidential Member, Chair of SSPC 241 and Member of the EHC (and past EHC Chair) explained that EHC and GAC should continue to work on advocacy together, with the goal of not just promoting ASHRAE standards but on working on end points and goals; Bahnfleth noted that work should be pursued simultaneously at the local, state, and federal levels, using the grassroots to get boots on the ground to get the work done.
- b. Young Engineers in ASHRAE - Paul Fernandez was unable to attend the meeting, and did not provide a report.
- c. Student Activities Committee - Bob Snow provided a report with highlights from the Student Activities Committee (See Attachment).
- d. Center of Excellence for Building Decarbonization – Blake Ellis provided a report, explaining that that CEBD reviewed two PPIBs and CEBD will be updating a presentation for government outreach events focused on building decarbonization.

14. Guest Reports

- a. Air-Conditioning, Heating, and Refrigeration Institute (AHRI) - A representative from AHRI was not available at this time of the meeting.
- b. Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI) – Martin Luymes, Vice President, Government and Stakeholder Relations explained how HRAI is conducting advocacy, including through collaboration with ASHRAE.
- c. ACEC/CAMEE – Brad Lentz, ACEC-CAMEE representative for MOU with ASHRAE provided a brief report.
- d. SMART, the International Association of Sheet Metal, Air, Rail and Transportation Workers – Chris Ruch gave a report on how SMART is working with ASHRAE on

government outreach, including in support of IAQ legislation and policies. SMART also has many training centers and they are working with Members Council to connect chapters with their training centers.

- e. Green Building Initiative (GBI) - Vicki Worden, President & CEO provided a brief report, including on their new data center certification which relies on Standard 90.4.
- f. BOMA, the Building Owners and Managers Association International – Don Davis, Vice President of Advocacy & Building Codes provided a brief report, explaining that BOMA looks forward to continuing collaborating with ASHRAE on advocacy.

15. Other Business

- a. Expenses Incurred by Chapters or Regions during Government Outreach Events– Yates provided an update on how the training for chapters on financial risks now addresses expenses incurred during government outreach events, and how those might trigger additional tax filing requirements. (Presentation can be found on [this website](#). The CRC GAC training will also be updated to reflect this additional information.
- b. Draft PAOE User’s Guide (see Attachment) –McNulty provided a brief update on the PAOE User Guide.

16. Review of New Action Items added at this meeting – Yates reviewed the new action items added during this meeting (see attachment).

- Send thank you notes to government officials who participated on the GAC Advisory Board
- Prepare one slide on how to request complimentary copies of ASHRAE Standards
- Ask if the DL list can be categorized by PPPs
- Review new training slides from agenda item #15-a and consider modifying the language
- Ask Honors and Awards Committee if something can be given to nominees for the Society Award, such as a certificate or if not possible than a letter (“special mention”) and to the RVC who submitted the nomination

17. Next Meeting -Hayter stated that the next meeting would occur virtually sometime in March or April, 2025.

18. Adjourn- Hayter adjourned the meeting at 4:58 p.m. EST.

Minutes Respectfully Submitted by Alice Yates, Staff Liaison.



**ACTION ITEMS
GOVERNMENT AFFAIRS COMMITTEE
SY 2024-2025**

Last Updated: April 18, 2025

#	Action	Assigned To	Due Date	Status	C/O
<i>Added at 06-21-2024 Annual meeting</i>					
1	Organize informal gathering at the 2025 Winter meeting to discuss advocacy and ASHRAE positions. Target date would be Saturday.	Karson	December 2024	Karson is scheduling this meeting – targeting for Sat. Feb. 8.	C
<i>Added at 10-30-2024 Annual meeting</i>					
2	Review the redline of the Resource Manual and provide comments to Jacob Karson (jkarson@ashrae.org) (Redline is available on Basecamp)	All GAC Members	November 30	11/07 – Persily provided Jacob sent out an email to the GAC on 11/22 asking for any comments/feedback from the GAC members; only comment received was “this looks good.” 2/7 – vote deferred to give members more time to review	C
3	Submit PAOE recommendations to GAC Vice Chair (Meghan McNulty at meghan.k.mculty@pnnl.gov)	Chairs of PPSC, MMSC, and GASC	November 30		C
4	Review the Manual of Chapter Operations GAC Sections and provide comments/edits as needed. Please send to Sheila & Alice (sheila.hayter@nrel.gov and ayates@ashrae.org) (Note that the GAC Sections of the Manual of Chapter Operations is available on Basecamp)	All GAC Members	Nov. 15	Responses provided by Hayter, Persily, Johnston, Rivera. Suggestions sent to Members Council on November 26, 2024.	C
5	Share feedback on the GAC mentoring program to Sheila Hayter (sheila.hayter@nrel.gov)	All GAC Members	December 31		C



#	Action	Assigned To	Due Date	Status	C/O
6	Send an email to the RVCs explaining the new legislative alert system that staff will use.	Karson	ASAP	Email sent Nov. 5.	C
<i>Added at 02-07-2025 Winter Meeting</i>					
7	Send thank you notes to government officials who participated on the GAC Advisory Board	Staff	ASAP	Neil sent the notes via email.	C
8	Prepare one slide on how to request complimentary copies of ASHRAE Standards (question came from Dr. Varun Jain)	Staff	ASAP	Slide has been incorporated into the CRC and GAC trainings	C
9	Ask if the DL list can be categorized by PPPs (question came from Dr. Varun Jain)	Staff	ASAP	The staff liaison for CTTC explained that the DL Working Group is in the process of categorizing DLs. If the GAC has any additional topics to include, we can communicate that to CTTC. ¹	C

¹ The categories being discussed are:

ASHRAE Standards & Guidelines

Decarbonization and Net Zero

Ethics / DEI

Refrigeration & Refrigerants

Smart Buildings and Smart Grids

IEQ

Resilience in Building Design

Commissioning and Quality Control

Energy Efficiency and Sustainability

Leadership and Professional Development

Emerging Technologies

Health and Safety

Green Building Certifications

Fundamentals



#	Action	Assigned To	Due Date	Status	C/O
10	Review new training slides from agenda item #15-a and consider modifying the language	Staff	ASAP	Financial risk management training slides for Chapter treasurers has been revised with softened language, and including the statement, “the vast majority of chapters will not need to report any expenses because very few chapters expend money related to such activities”	C
11	Ask Honors and Awards Committee if something can be given to nominees for the Society Award, such as a certificate or if not possible than a letter (“special mention”) and to the RVC who submitted the nomination	Staff	ASAP	Either a letter or a certificate can be distributed. Letters are being drafted for distribution.	O

Status Update: MBOs for the GAC SY2024- 2025

Last Updated: March 21, 2025

#	MBO	Subcommittee Assigned	Metric(s)	Status Update
1	MBO #1: Pivot GOE program to focus more on impact and follow-through and relationship-building and continuity after GOEs. Completion date: 6/30/2025 Strategic Plan: Initiative 1, Goals 2a, 1B,3C	Member Mobilization	- Action items from the GOEs were completed in a timely fashion. - Establish a percentage or number of GOEs that have a specific issue focus (related to PPPs), than simply introducing ASHRAE. - Explore 2-5 tools for GOE record continuity at a regional level.	The subcommittee has come up with suggestions for improving GOEs (#1) and regional/chapter continuity (#2): 1. Get to know people in the codes department or code council. Then outreach events can be tailored to them and not just an overall introductory meeting for higher-level officials. This is more likely to have a real impact on policy. 2. To help maintain continuity at the chapter level as the chapter GAC chair and potentially the GAC RVC change over in a new Society Year, staff will share the Government Outreach Event (GOE) reporting forms from the previous year with the RVC and the chapter GAC chairs as needed, so they know the recent history of government outreach in their area.
2	MBO #2: Increase awareness of the Government Affairs Award Completion date: 6/30/2025 Strategic Plan: Initiative 2, Goals 2a, 1b	Member Mobilization	Develop additional training for GAC Chapter chairs Make recommendation to increase the PAOE points for GA6 & GA11	PAOE recommendations discussed during the Oct. 22 meeting have been sent to the GAC Vice Chair.

#	MBO	Subcommittee Assigned	Metric(s)	Status Update
3	MBO #3: Implement new SMEs for GOEs pilot program. Completion date: 6/30/2025 Strategic Plan: Initiative 4, Goals 1b, 2b	Policy & Programs	 Define schedule and methodology for soliciting SME applicants. - Connect appropriate subject expertise with government needs - Schedule 3 government engagements employing ASHRAE SMEs. - Develop evaluation approach to assess effectiveness of initial engagements and prepare summary report. - If continuation of the program is advised, recommend updates to GAC guiding documents to support continuation of the SME program.	The SMEs for GOEs Task Team met to discuss selections for the second round of SME selections, takeaways from the winter conference, and how the program can be most helpful for applicants and the Society. The Task Team subsequently agreed to accept eight new SMEs from the second round of applications.
4	MBO #4: Develop future plan for GAC Advisory Board based on recent efforts of Board and discussions of effectiveness. Review recommendations of board and provide recommendations on how best to enact them. Completion date: 4/18/2025 Strategic Plan: Initiative 3, Goals 1b, 2b, 3a	Policy & Programs	 Recommend whether Advisory Board should be continued.  If it the Advisory Board should continue, then recommend how function of Advisory Board should be changed to meet its intended goals and whether it should be expanded to additional AHJs and other constituents. If the Advisory Board should not continue, then recommend how the intent of the advisory board could be met in other ways.	On February 7, the PPSC agreed to sunset the GAC Advisory Board and that past members should receive an email sent by staff on behalf of Sheila Hayter to thank them for their service. This recommendation was reported to GAC during the Orlando meeting.

#	MBO	Subcommittee Assigned	Metric(s)	Status Update
5	MBO #5: Work with Global Technical Interaction Committee (GTIC) to facilitate sharing of information to avoid duplication of efforts, including through improved understanding of market needs and the tracking and adoption of ASHRAE standards and guidelines around the world. Completion date: 6/30/2025 Strategic Plan: Initiative 3, Goal 3b	Global Affairs	✓ Nominate a liaison from GASC to GTIC and send recommendation to GAC Chair at earliest possible opportunity. - Each member of GASC to provide a list of ASHRAE standards that have been adopted by various jurisdictions in their regions. - Identify opportunities for ASHRAE Standards adoption, including through scheduling meetings, sharing information about standards, and/or writing advocacy letters for standards adoption.	Eleazar Rivera has been confirmed as the GAC-GTIC Liaison. Discussed at Oct 2nd GASC meeting. Coordination with GTIC complete. Research assignments and scope of work was discussed at the winter meeting in Orlando. So far no completed research has been submitted to the staff liaison or subcommittee chair.
6	MBO #6: Provide recommendations to the full committee on priorities for document translation. Completion date: 6/30/2025 Strategic Plan: Initiative 3, Goals 1a, 1b, 2a	Global Affairs	✓ Recommend languages for prioritizing translation. ✓ Recommend documents for prioritizing translation. ✓ Review current translated documents and languages. ✓ Review current international market for translated and untranslated publications with ASHRAE's accounting department.	Discussed at Oct 2nd GASC meeting. Outreach to ASHRAE staff regarding data to substantiate recommendations has been completed. Accounting staff informed GASC staff liaison that reviewing sales data would not be helpful for this MBO. Further outreach to Publications Committee to coordinate work has been scheduled. This MBO can be considered complete.

#	MBO	Subcommittee Assigned	Metric(s)	Status Update
7	MBO #7: Develop alternative methods for promoting the value and benefits of employee participation in ASHRAE and to encourage sponsorship and support for their employees by end of Q2. Completion date: 12/31/2024 Strategic Plan: Initiative 4, Goals 2a, 2b	Member Mobilization	 Develop 1-2 methods by end of Q2.	1. We should suggest to employers that they offer a professional development day for their employees who are participating in a government outreach event as members of ASHRAE 2. We should develop talking points/a letter for ASHRAE members, especially new members or those who have just changed jobs, to share with their employers about the benefits of ASHRAE membership (including the percentage reduction in cost the employer will receive if they sponsor 5 or more employees) With these two suggested methods, this MBO is complete as of the end of Quarter 2.
8	MBO #8: Embed into the culture of ASHRAE inclusivity in GAC participation. Completion date: 6/30/2025 Strategic Plan: Initiative 4, Goal 2a	Executive Subcommittee	 Provide 1-2 recommendations to Members Council by end of Q4 of ways to promote inclusion and foster community and networking.	• All GAC communication regarding meeting times must include the time zone; this practice is to promote inclusivity of all members and other participants, regardless of their geography. • Another recommendation might be to change the use of “par” for PAOE program. McNulty passed along this recommendation to the PAOE Subcommittee, and it was discussed at the Nov 5th meeting. • While this MBO is completed based on the metric that was established, the GAC will continue to provide recommendations if we have more to offer.



Shaping Tomorrow's
Built Environment Today

Government Affairs Committee

Manual of Procedures

**Approved, as amended by the Government Affairs Committee on June 21, 2024 and
accepted by Members Council on June 25, 2024.**

**Approved by the Government Affairs Committee on June
21, 2024**

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1. INTRODUCTION

The Rules of the Board (ROB) for the Government Affairs Committee (GAC) define its scope and purpose, membership, and operation. This Manual of Procedures (MOP) details the operating procedures followed in carrying out the responsibilities of the Committee as prescribed in its ROB. This Committee is broadly responsible for organizing and conducting government activities at all levels and advising the BOD on such matters.

2. EXPECTATIONS OF COMMITTEE MEMBERS

Committee members are expected to attend and actively participate in regular meetings, serve on assigned Subcommittees, quickly respond to requests from Government Affairs Office staff and Committee leadership, and engage in constructive dialogue.

3. DUTIES OF COMMITTEE MEMBERS

a. Chair

Duties of the Chair consist primarily of directing the operation of this Committee and reporting to the Members Council as required. Specific duties include:

1. Attend meetings of this Committee and assigned Subcommittee meetings.
2. Preside over all meetings of this Committee and its Executive Subcommittee.
3. Review and coordinate approval of the Committee minutes, as prepared by the staff liaisons, for all Committee meetings.
4. Prepare the agendas for this Committee's meetings with the assistance of the staff liaisons and Committee members.
5. Preparing written reports, including MBO status, at Society Annual and Winter Meetings, and at other times as required.
6. In consultation with the GAC Nominating Committee, shall annually appoint the Chairs of the standing Subcommittees.
7. Annually appoint each member of this Committee to one or more standing Subcommittees.
8. Periodically review the expenditures and budget allocations of the Committee and take any action deemed necessary, in cooperation with the Executive Vice President, to stay within the established budget.
9. Appoint Ad Hoc Subcommittees, or working groups from the membership of this Committee, as necessary.
10. Oversee all liaisons activities. Generate liaisons report(s) for distribution to appropriate Society, ASHRAE Regional, and Chapter groups.
11. Serve as a voting member on Members Council, serving as the GAC Representative.
12. Submit a mid-year report to Members Council at the Winter Conference, and a final report to Members Council at the Society Annual Conference summarizing the status of the current year Committee objectives and for the final report, introducing the Committee objectives for the next Society Year.
13. Assist with planning and participate in Government Outreach Events as needed.

b. Vice Chair

Duties of the Vice Chair include the following:

1. In the absence of the Chair, the Vice Chair shall assume the Chair role at any scheduled or called meeting of this Committee.

2. In the event the Chair is unable to perform its duties, the Vice Chair shall assume all the duties of the Chair until a successor is selected.

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3. Prepare recommended budgets for the operation of this Committee for the coming year, in consultation with this Committee's Executive Subcommittee, the staff liaisons, and the BOD ex-officio members, for consideration by this Committee.
4. Perform other duties which may be assigned by the Chair.
5. Serve on this Committee's Executive Subcommittee.
6. Serve as a voting member of the Members Council PAOE Subcommittee, as the GAC representative.
 - (a) Collect input from GAC Subcommittees on PAOE recommendations. Submit recommendations for the next Society Year to the PAOE Subcommittee for their consideration for the next Society Year in the fall. PAOE are finalized for the next Society Year at the Winter Meeting.
 - ~~6-(b)~~ Coordinate and be in communication with the GAC Chair and the GAC Members Council Representative on Members Council matters including PAOE recommendations.
7. Coordinate training activities to enable GAC members (RVCs, at-large members, and Council representatives) to effectively fulfill their GAC responsibilities. A new member training is typically offered in the spring just prior to the Annual Conference. The Vice Chair will also be responsible for other trainings as are determined to be necessary in consultation with the GAC Executive Subcommittee.
8. Prepare Committee objectives for the next Society Year in consultation with the Executive Subcommittee and present the objectives to the full GAC Committee for review during the Society Annual Meeting occurring at the end of the Vice Chair's term.
9. Assist with planning and participate in Government Outreach Events as needed.

c. Communications Coordinator

Duties of the Communications Coordinator shall include working with members and staff to:

1. Work with staff to manage and update relevant ASHRAE webpages and social media outlets.
2. Work with RVCs to solicit and publish *Journal* and *Insights* articles.
3. Serve on this Committee's Executive Subcommittee.
4. Attend meetings of the Member Mobilization and Public Policy Subcommittees as needed.

d. Regional Vice Chairs

Duties of the Regional Vice Chairs include:

1. Work closely with the Director and Regional Chair (DRC) to keep them informed regarding the Committee's activities and assist with public policy issues.
2. Attend and actively participate in full GAC committee meetings, serve on at least 1 subcommittee, prepare for and attend any special meetings, and perform other duties as directed by this Committee's Chair.
3. Attend the regular meetings of this Committee at the Winter and Annual Conferences of the Society. Additionally, attendance at Subcommittee meetings during the Winter and Annual Conferences is highly encouraged.
4. Assist Chapters in planning, coordinating and administering government activities and assist with training for such activities.
5. Monitor PAOE and enter RVC assigned points for Chapter governmental activities within the Region.
6. Prepare and conduct Governmental Activities Workshops at Chapters Regional Conference (CRC).
7. Prepare reports, as required by the Society and this Committee's Chair.
8. Coordinate communication on government activities at the Chapter and Regional levels.

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9. Administer this Committee's Government Affairs Awards Program within the Region, solicit entries for each award from the Chapters, and forward qualified entries for Society consideration.
10. Transfer all relevant GAC materials, information, standards, and related information to the successor RVC.

11. Visit as many chapters as possible during the 3-year term in coordination with DRC's plans for chapter visits from region officers (though some consideration shall be given to the RVCs in Region XIII, XIV and RAL).
12. RVC responsibility to help organize Government Outreach Events.
13. Coordinate with DRC regarding President Elect Training and Regional Training.
14. Coordinate planning calls with Chapter GAC Chairs.

e. Representative of Technology Council

Duties of the Representative of Technology Council (TechC) include:

1. Serve as the liaison between GAC and TechC.
2. Ensure that ASHRAE's standards and other technical products are represented in public policy discussions and initiatives.
3. Serve on this Committee's Executive Subcommittee.
4. Keep GAC and subcommittees informed as to what standards, position documents, etc. are currently being discussed and/or edited to coordinate efforts with GAC Executive Subcommittee, Policy and Programs Subcommittee, or any other impacted Subcommittee.

f. Representative of Members Council

Duties of the Representative of Members Council include:

1. Serve as the liaison between GAC and Members Council; [coordinate with the GAC Chair \(who serves as a voting member of Members Council\) and the GAC Vice Chair \(who serves as a voting member of the PAOE Subcommittee of Members Council\) on matters related to Members Council and the GAC.](#)
2. Ensure that ASHRAE's grassroots interests are represented in public policy discussions and initiatives.
3. Serve on this Committee's Executive Subcommittee.
4. Keep GAC and subcommittees informed as to the status of activities occurring within Members Council that are of interest to the GAC.

g. Representative of Publishing and Education Council (PubEd)

Duties of the Representative of PubEd Council include:

1. Serve as the liaisons between GAC and PubEd.
2. Ensure that ASHRAE's publications, training, certification, and related products are represented in public policy discussions and initiatives.
3. Serve on this Committee's Executive Subcommittee.
4. Keep GAC and subcommittees informed as to the status of activities occurring within PubEd Council that are of interest to the GAC.

h. At-Large Members

Duties of the At-Large Members include:

1. Serve on the Committee's Subcommittees as assigned by the Chair.
2. Provide support and advice as an advocate for assigned Committees in communication and interpretation of Committee's goals; guidance in fiscal planning, assistance in preparation and monitoring of annual objectives; assistance in developing and monitoring of action plans to

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achieve Strategic Plan Objectives; and assist in preparing recommendations to the Members Council.

3. Attend all meetings of the Committee.

4. Other duties from time to time as directed by the Committee Chair.
5. Assist with planning and participate in Government Outreach Events as needed.

i. Ex Officio Member

Duties of the BOD *Ex-Officio* member include:

1. Serve this Committee in an advisory capacity and provide liaisons with the BOD, Councils, and other Committees.
2. Provide support to this Committee as follows:
 - (a) Guidance in fiscal planning.
 - (b) Assistance in preparation of annual objectives.
 - (c) Monitoring of progress toward completion of annual objectives.
 - (d) Assistance in developing action plans to achieve Strategic Plan Objectives.
 - (e) Monitoring of progress toward completion of Strategic Plan Objectives.
 - (f) Ongoing review of the Committee's ROB and MOP.
 - (g) Assess the Committee's scope and operation, and suggest changes as needed.
3. Attend all meetings of the Committee, except in cases of conflict with BOD meetings.
4. Serve on this Committee's Executive Subcommittee and Rules Subcommittee.

j. Staff Liaisons

The staff liaisons shall assist in carrying out Committee duties, including:

1. Generate, submit for approval to the Chair, and distribute meeting minutes within 10 business days after Committee meetings.
2. Distribute other supporting documents to Committee members in a timely manner.
3. Assist the Chair in preparation of timely, informative reports to the Members Council.
4. Welcome new members appointed to this Committee and send them electronic copies and/or weblinks to the current Committee roster, MOP, minutes of the past Committee meetings, and other pertinent information, as applicable.
5. Assist the Vice Chair with generating the Committee's budget.
6. Maintain a copy of accounting records and financial statements for the Committee.
7. Process appropriate transportation reimbursement requests for Committee members.
8. Support the Committee in carrying out MBOS.
9. Update this Committee's MOP as directed by the Committee.
10. Update and process materials for this Committee's workshops at CRCs.
11. Assist in the preparation of materials for training incoming Committee members.
12. Assist the Vice Chair in conducting training of Committee members at the Annual Conference and the Winter Conference, and in qualifying Committee members to provide training at CRC Workshops and Chapter events.
13. Respond to inquiries from Chapters regarding this Committee's activities.
14. Provide support for this Committee's Government Affairs Awards Program, coordinate notifications, transportation to the Society Meeting, and Society notification to award winners.

15. Provide information and appropriate contact with government agencies in support of Committee government activities.
16. Provide administrative support for this Committee's programs.
17. Coordinate update of website per this Committee's directives.
18. Offer public policy updates and guidance to the Committee on:
 - a. Summary of recent government activities (as informed by the Society's Public Policy Priorities).
 - b. Trends relative to such priorities at the grassroots government level.
 - c. Existing or potential collaboration with partnering policy organizations.
 - d. Summary of recent requests for input from ASHRAE's GA team, requests for ASHRAE GA action for specific issues being addressed at national, sub national, and local government levels, and the actions that were taken (or not taken) to respond to these requests.

4. SUBCOMMITTEES

The Chair shall appoint Committee members to each Subcommittee annually. Subcommittee members may include voting members of this Committee and individuals with specific and relevant experience needed on each Subcommittee.

The Chair of this Committee shall form Subcommittees to conduct the business of the Committee in a practical and efficient manner. As conditions change, standing Subcommittees may be dissolved. The Chair may also form ad-hoc Subcommittees as needed.

Subcommittee Chairs must have served on the Subcommittee to which they are being appointed for at least 1 year, with the exception of the Nominating Subcommittee.

Subcommittee members are appointed for a period of one year and may be reappointed by the incoming Chair.

Standing Subcommittee membership and responsibilities are assigned as follows:

a. Executive

The Executive Subcommittee (ES) consists of the Chair, Vice Chair, Subcommittee Chairs, Communications Coordinator, Representative of Tech Council, Representative of Members Council, Representative of PubEd Council, Consultants and the BOD ExOs.

Responsibilities of the Executive Subcommittee shall include:

1. Develop the proposed yearly Public Policy Priorities for the Society.
2. Develop and monitor the Committee's MBOs. When developing MBOs, ES should ensure they align with the Strategic Plan.
3. Develop budgets and monitors Committee expenses.
4. Review and approve requests for action alerts.
 - a. Action alerts are requests to the membership to support an active issue that aligns with the Society's interests, such as pending action on a bill affecting indoor environment.
 - b. Requests for action alerts may be initiated by individuals or groups within or outside GAC.
 - c. When a request for an action alert is received, ES shall make a preliminary judgment as to whether it is necessary and supported by an approved position of the Society.

- d. If an action alert request is deemed necessary and supported by approved positions of ASHRAE, and if ES agrees that an alert should be issued, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
 - e. If an action alert is found to lack support in approved ASHRAE positions and if ES believes an alert should be issued, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
5. Review and approve requests for input and/or support for specific issues being addressed at national, sub national, and local government levels.
- a. Requests for input and/or support for specific issues being addressed at national, sub national, and local government levels are initiated by those outside of the GAC. Requests for support often are asking ASHRAE to publicly express an opinion on issues that are considered to be related to ASHRAE's interests.
 - b. Requests for input and/or support may be proposed or initiated by individuals or groups within or outside GAC or ASHRAE.
 - c. When a request for input and/or support is received, if time allows, ES shall make a preliminary judgment as to whether it is supported by an approved position of the Society.
 - d. If an input and/or support request is deemed relevant and supported by approved positions of ASHRAE, and if ES agrees that the input and/or support should be provided, timely concurrence from Society Executive Committee will be sought by the Coordinating Officer.
 - e. If a request for input and/or support is found to lack support in approved ASHRAE positions and if ES believes the input and/or support should be provided, the Coordinating Officer shall, in a timely manner, seek a supporting position from Society Executive Committee and report it to ES for further consideration.
 - f. ASHRAE GA staff should inform the GAC chair when requests are received and advise the chair as to whether or not the request aligns well with existing ASHRAE priorities and documented positions. If time allows, the chair then determines whether to bring the issue to the ES for discussion or authorize staff to address the issue directly.
 - g. For requests received by staff that do not allow time to be considered by the GAC ES and/or GAC ES chair, staff may recommend action directly of the Society Executive Committee and/or Society President. Staff should inform the GAC chair of these time-sensitive requests and recommendations, along with the action taken.
6. Review, comment, and approve Public Policy Issue Briefs (PPIBs) developed by the Policy and Programs Subcommittee.
- a. Recommendations, if any, for new PPIBs shall be provided to the Policy and Programs Subcommittee.
 - b. Recommendations, if any, for the retirement of PPIBs shall be provided to the Policy and Programs Subcommittee.
 - c. PPIBs approved by the Executive Subcommittee shall be sent to the full Government Affairs Committee for approval.
7. Transfer all relevant GAC materials, information, standards, and related information to the successor Executive Subcommittee members.
8. When deemed necessary by the Subcommittee, conduct a review of the Committee's governing documents and make revisions or updates in accordance with the process below.
- a. **Rules of the Board (ROB):**
The rules of the board for the GAC define its scope and purpose, membership and operation. Specifically, section 2.402.001 of Volume 2 covers the scope and purpose of the committee, section 2.402.002 Membership, and 2.402.003 Operation. Changes to this document must be preliminary reviewed by the Society Rules Committee, then passed as a motion to Members Council for approval, and lastly passed to the Board for Final approval. The content of these sections should be high level and identify the "who",

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“what” and “why”. The “how” should be described in the Manual of Procedures.

b. Manual of Procedures (MOP):

This manual details the operating procedures followed in carrying out the responsibilities of the committee as prescribed in its ROB. For example, this document contains the expectations of Committee members, their duties, a description and make-up of the GAC working subcommittees, the requirements for developing annual objectives, and the awards that the GAC committee is empowered to distribute. Changes to the MOP must be approved by Members Council, but do not require Board approval.

c. GAC Resource Manual (RM):

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 at the Society, Region, and Chapter level and serves as an educational tool for new members. The Government Affairs Committee Resource Manual is an internal document of the Committee and changes require the approval of the GAC Committee only.

d. Section 2.5 of the Manual of Chapter Operations (MCO):

This section of the Manual of Chapter Operations describes the duties of the Chapter level GAC organizations and rules procedures for disseminating information from the Society GAC and when and how to engage local government officials. The MCO is owned and maintained by Members Council. Changes made to this document must be presented and approved by that entity. Members Council meets 4 times a year and proposed changes must have background information and justification for changes.

b. Policy and Programs

The members of the Policy and Programs Subcommittee are appointed annually by the Chair of the GAC and consist of approximately half of the RVCs on the GAC, and any additional members at the discretion of the Chair. Members of the Executive Subcommittee may, at their discretion, serve as *Ex Officio* members of the Policy and Programs Subcommittee.

Responsibilities of the Policy and Programs Subcommittee shall include:

1. Develop and oversee implementation of public policy goals and initiatives, as drawn from the Society's Public Policy Priorities.
2. Provide regular reports to the GAC on the status of public policy initiatives and goals. These reports shall include recommendations for improving the effectiveness of the Society's public policy operations.
3. Seek opportunities in conjunction with Member Mobilization Subcommittee efforts for influencing public policy through active outreach with governmental and non-governmental organizations.
4. When deemed necessary, prepare and submit requests for action alerts to the Executive Subcommittee.
5. Review and recommend revisions to the PAOE criteria, and forward these recommendations through the staff liaison to the Committee Vice-chair by November 30 of each calendar year.
6. Review annually existing PPIBs and make recommendations to the Executive Subcommittee to retire or update the PPIBs. If an update is recommended, the Policy and Programs Subcommittee shall develop the PPIB and submit to the Executive Subcommittee for review and approval.
7. Recommend and develop any new PPIBs, as needed.

c. Member Mobilization

The members of the Member Mobilization Subcommittee are appointed annually by the Chair of the GAC and consist of approximately half of the RVCs on the GAC, and any additional members at the discretion of the Chair. Members of the Executive Subcommittee may, at their discretion, serve as *Ex Officio* members of the Member Mobilization Subcommittee.

Responsibilities of the Member Mobilization Subcommittee shall include:

1. Monitor and respond to public policy-related requests from government officials and non-governmental organizations on public policy issues deemed important by the Society, including, but not limited to those issues identified in the Society's Public Policy Priorities. Monitor and respond to public policy-related requests from government officials and non-governmental organizations on public policy issues deemed important by the Society, including, but not limited to those issues identified in the Society's Public Policy Priorities. Refer to GAC MOP section 6.a.4 and 6.a.5.
2. When deemed necessary, prepare and submit requests for action alerts or for providing input and/or support for specific issues being addressed at national, sub national levels to the Executive Subcommittee.
3. Provide regular reports to the GAC on the status of ongoing public policy projects. These reports shall include recommendations for improving the effectiveness of the Society's public policy operations.

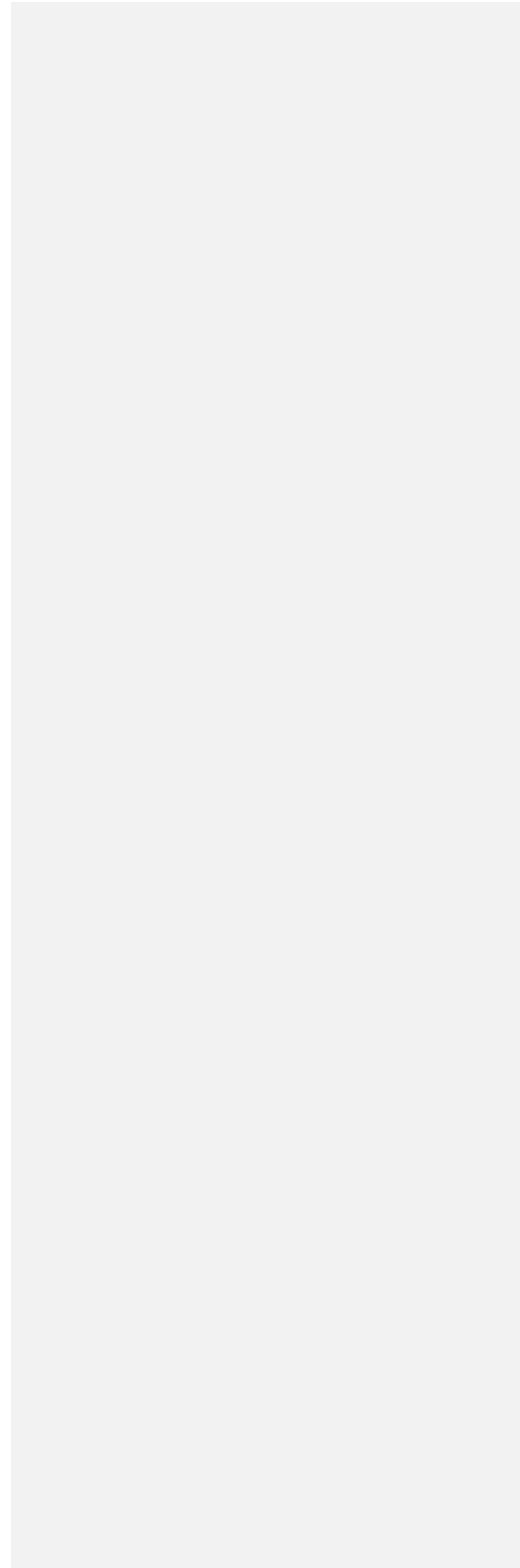
4. Provide recommendations to the GAC on emerging issues that are not the current primary focus of the Society, but have the potential to become of greater interest and thus may warrant greater future attention.
5. Manage Government Affairs Awards Program.
6. Review and update training materials for chapter chairs prior to Winter Meeting. The Subcommittee must provide feedback on training materials and work with staff to update and develop the training materials for Regional and chapter training events.
7. Review and recommend revisions to the PAOE criteria, and forward these recommendations through the staff liaison to the Committee Vice-chair by November 30 of each calendar year.

d. Global Affairs

The members of Global Affairs Subcommittee are appointed annually by the Chair of the GAC. Membership of the Subcommittee includes the RVC's from Regions 2, 8, 11, 12, 13, 14 and the RAL and in addition, up to 3 additional non-RVC Members with international experience that serve on the GAC, at the discretion of the GAC Chair. The Chair of the Subcommittee needs to be an RVC with a minimum of 1 year GAC experience and be from the Regions involved.

Responsibilities of this Subcommittee shall include:

1. Developing strategies to promote and grow activities that reflect the global nature of the Society;
2. Identifying regional best practices for government outreach outside of the U.S. so that chapters can successfully promote the Public Policy Priorities internationally and build connections with government officials, institutions, non-governmental organizations, and private parties;
3. Monitor key public policy needs of government officials and policy makers internationally concerning the built environment, and make ASHRAE recommendations for responding to these issues;
4. Provide regular reports to the GAC on global outreach activities.
5. Review and recommend revisions to the PAOE criteria, and forward these recommendations through the staff liaison to the Committee Vice-chair by November 30 of each calendar year.
6. Liaise with other ASHRAE global committees or bodies as needed.



e. Nominating

1. Membership of this Subcommittee shall be the Chair, Vice Chair, a Presidential Member, all Subcommittee chairs, and up to one additional member, if needed. Need for an additional subcommittee member or members shall be determined by the GAC Vice Chair.
2. The Chair of the Nominating Subcommittee shall be the GAC Vice Chair, or another member of the GAC Executive Subcommittee otherwise appointed by the GAC Chair.
3. Responsibility of this Subcommittee is to make recommendations to the Society Appointments Roadmap Committee through the Board ExO for the next year's GAC Committee Chair, ~~and~~ Vice Chair, Communications Coordinator, and Council Representatives.
- ~~3.~~ 4. The Subcommittee may also make recommendations on the GAC ExO and CO to the President-Elect.
5. This Subcommittee shall also submit recommendations for the next year's Chairs of the various GAC Subcommittees to the incoming GAC Chair and Vice Chair.
- ~~4.~~ 6. This Subcommittee shall meet at the Winter Meeting and at other times during the year as needed. Meetings shall be held in Executive Session and all information shall be treated confidentially.
- ~~5.~~ 7. All nominations should be submitted by the nominating subcommittee within a maximum of two weeks' time after the Winter Meeting.

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5. Committee Objectives (MBOs)

Prior to the Society Annual Conference, the incoming Committee Chair, in consultation with the Executive Subcommittee, will prepare objectives for the Committee for the next Society Year and present these objectives to the Committee for review during the Society's Annual Conference. The objectives will be included in the Committee's report to the Members Council at the Annual Conference as an information item.

1. If any Committee does not submit its objectives at the Annual Conference, an assigned BOD Ex-Officio is responsible for contacting the incoming Committee Chair and working with him/her to complete these objectives.
2. The GAC staff liaisons will send objectives to Committee members.
3. 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.
4. A status report of the objectives will be included in the Committee report submitted to the Members Council at the Society's Winter Meeting.

5. A final report of the objectives will be included in the Committee report submitted to the Members Council at the Society Annual Conference. The objectives prepared by the incoming Committee Chair for the next Society 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 Members Council what the Committee accomplished during the Society Year that is ending and what is planned for the upcoming year.

6. AWARDS PROGRAM

a. Government Affairs Award

The Government Affairs Award was established to recognize an individual for outstanding effort and achievement in national, sub-national, and local government activities in connection with technical issues related to the activities of the Society.

- Recognition is in the form of a plaque for first place winner.
- One awarded per year.
- The Government Affairs Committee makes recommendations for the award to the Honors and Awards Committee at the Winter Conference.



**GOVERNMENT AFFAIRS
COMMITTEE (GAC)**

RESOURCE MANUAL

Approved by Government Affairs Committee: 06-21-2024

GOVERNMENT AFFAIRS COMMITTEE RESOURCE MANUAL

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PURPOSE

The Government Affairs Committee Resource Manual is a reference ~~for~~[containing](#) 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 Members C~~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. The rules regarding ASHRAE MBOs can be found in the Rules of the Board. The current Rules of the Board can be found on the ASHRAE website, here: <https://www.ashrae.org/about/governance>~~

~~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.~~

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Commented [KJ3R2]: Add that members council will send instructions on how to present and report MBOs, delete the MBO table that is on the following page

Commented [JK4R2]: Rather than explain the full process, which is unnecessary and we believe unhelpful, we can direct users to the RotB for if they have specific questions.

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B: MBOs TABLE

Committee Chair:-

Society Year:-

Date:-

ASHRAE Strategic Plan Goal and MBO	Committee Objective	Metric	Strategic Plan Initiative #	Strategic Plan Goal #	Cost (if any)	Status

- 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 the completion date for the overall objective as well as individual sub-tasks.
- State fiscal impact in dollars, staff hours, or staff 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.

C: CHAPTER GAC CHAIR MBO GUIDE (WITH EXAMPLES)

Management by Objectives

Society Year: _____ Member 1: _____ Member 2: _____

Chair: _____ Member 3: _____ Member 4: _____

Priority	Objective	Task/Function	Responsibility	Due Date	Status as of
		Attract committee members			
		Attend CRC for training			
		Newsletter promotion of chapter government affairs			
		Reporting of Performance			
		Monthly program evaluation			
		Monthly speakers database			
		PAOE data entering in ASHRAE website			
		Awards and recognitions			
		Government Activities			
		Government Outreach Events			

D: HELPFUL HINTS FOR GAC REGIONAL VICE CHAIR ANNUAL SCHEDULE

JULY

1. Obtain a list of current year's Government Affairs (GA) Chairs by running a Chapter CIQ report (see attachment A, CIQ Instructions). If any Chapters are without a GA Chair, follow up with the Chapter President.
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 GA Committee (Please use format in Section B, above).
7. Begin planning and scheduling Government Outreach Events.
8. Coordinate meeting with GAC Mentor/Mentee as needed.
9. Encourage Chapter GAC Chair to attend Chapter planning meeting.
10. Look at "themes" on Chapter website and request a GAC theme for one of the upcoming Chapter meetings.
11. Start a journal with monthly to do items.

Commented [MOU5]: Speaking of inclusivity and time zones, ya know fall is a northern hemisphere thing in this case. Are there any "spring" CRC's in the southern one?

Commented [MOU6]: This would be the first meeting. Rather than "as needed," I'd just say do it. Later months, as needed probably makes more sense.

Commented [MOU7]: Is this basically a mechanism for the RVC to keep track of things? Calling it a journal sounds like a hard copy book? Maybe you just want to say create a document, paper or electronic, to manage monthly tasks or something like that?

AUGUST

1. In preparation for fall CRCs, 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 Section E below for sample report.
3. When arriving at the fall CRC, check the location of the room for the GA Workshop and notify the CRC General Chair immediately, if not satisfactory.
4. Monitor GA Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
5. Encourage Chapter Chairs to work with CTTC Chairs to determine whether Distinguished Lecturers are available for government outreach.
6. Conduct planning sessions with chapter GAC Chairs to identify issues chapter is targeting, set goals, and award PAOE points after meeting is conducted.
7. Coordinate meeting with GAC mentor/mentee as needed.

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. Submit ~~GAC Awards to Society for judging.~~ GAC award nominations to Government Affairs staff.
5. Conduct planning sessions with chapter GAC chairs to identify issues chapter is targeting, set goals, and award PAOE points after meeting is conducted.
6. Coordinate meeting with GAC mentor/mentee as needed.
7. For each RVC with chapters outside the U.S., if funding is made available to reimburse transportation expenses for Government Outreach Events, a plan for this funding must be submitted to that RVC's DRC no later than September 30 of each Society Year.

8. Attend fall GOE training session provided by Government Affairs Staff if held in September.

~~7.9.~~

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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. Conduct planning sessions with chapter GAC chairs to identify issues chapter is targeting, set goals, and award PAOE points after meeting is conducted.
5. Coordinate meeting with GAC mentor/mentee as needed.
6. Attend fall GOE training session provided by Government Affairs Staff if held in October.

~~5.~~

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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. Coordinate meeting with GAC mentor/mentee as needed.

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, as applicable.
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.~~
7. Coordinate meeting with GAC mentor/mentee as needed.
8. Attend winter GOE training session provided by Government Affairs Staff if held in December

Commented [MOU8]: Is this a newsletter?

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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.
6. Coordinate meeting with GAC mentor/mentee at Winter meeting to review year to date progress.
7. Attend winter GOE training session provided by Government Affairs Staff if held in January.
- 6-8.

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.
6. Coordinate meeting with GAC mentor/mentee as needed.
7. Encourage GA Chairs to coordinate with local Student Activities chairs as well as CTT chairs to plan events in conjunction with E-Week.

Commented [KJ9]: Add a short section that addresses what travel is expected/required (CRC, conference) and how/who reimburses it.

Commented [KJ10R9]: Add a line about communicating/coordinating with your region about regional travel.

Commented [KJ11]: Add a "notify new RVCs" line to calendar - need to confirm where this goes out and if it's within the scope of the conference

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 Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
4. Coordinate meeting with GAC mentor/mentee as needed.

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 Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
5. Coordinate meeting with GAC mentor/mentee as needed.

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 Section E below 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 Chair PAOE points submitted in accordance with the current PAOE guidelines. Input any PAOE points required by the RVC.
7. Determine due dates for GAC awards and notify GGA Chapter Chairs.
8. Coordinate meeting with GAC mentor/mentee as needed.

JUNE

1. Follow up with chapters on "Chapter Program Evaluation Summary" Forms for Best Chapter Program Competition, as applicable.
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.~~
- ~~7-6.~~ approximately June 15, notify Chapter Presidents and GA Committee Chairs of due date for final year-end PAOE point submission.

- ~~8.7.~~ 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.
- ~~9.8.~~ Assemble judges, judge chapter entries, and notify chapter winners of regional technology awards winners. Help winners to refine entries in preparation for society submittal.
- ~~10.9.~~ Coordinate meeting with GAC mentor/mentee at Winter meeting to review year to date progress.
- ~~11.10.~~ **Take time, think back over the past year and learn from the past in order to be better prepared for the future.**

S: INFORMATION ON TRAVEL EXPECTED OF RVCs

Government Affairs Committee RVCs are expected to attend their CRCs, the ASHRAE Summer conference, and the ASHRAE Winter Conference.

Reimbursement for certain travel expenses is provided. For RVC travel to the ASHRAE Summer Conference, the ASHRAE Winter Conference, and to CRCs, reimbursement is provided by the Society. ASHRAE Government Affairs staff will send information about reimbursement out in advance of these events.

Additionally, RVCs should be in communication and coordination with their region regarding travel to chapters and events specific to their region.

Commented [JK12]: Section letter will be changed on final pass, and worked into the table of contents.

Commented [JK13]: Section designation letter will be updated on final review, and added to table of contents

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Commented [MOU14]: Does this mean in-person? If not, a little clarify about remote options might be nice.

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.

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Commented [MOU15]: I pulled the right side of the table out to allow some of these entries to fit on one line and the whole thing on 1 page.

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ACTIVITY
CRC (review with DRC)
Region #
Total number of chapters in region
Total # of U.S. chapters in region
Total # of international chapters in region
Number of chapters present at CRC training
Number of GA chapter chairs/ <u>substitutes</u> present at GA training
Percentage of participation
Percentage of GA chapter chair participation
No. of planning sessions held
PAOE
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
PAOE Trending by Chapter (up or down):
CHAPTER VISITS <u>Made by GAC RVC</u>
No. of visits made:

Commented [JK16]: Reflects that chapter chairs can designate a vice chair/co chair to attend

No. of visits scheduled:
Percentage of chapters visited:
GAC AWARDS

No. of Government Affairs Award submissions
Government Outreach Events
No. of Local Events
No. of State Events
No. of Federal Events
No. of Global Events
No. of Chapters Participating
No. of government officials visited
No. of ASHRAE members participating
No. of Chapters reporting
No. of days duration

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F: STANDARDIZED E×O/CONSULTANT REPORTING FORMAT

• Issues and Updates (ExO Report): The Executive Officer gives a report to the GAC that is developed by the Board's Executive Committee.

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Commented [KJ17]: Review for accuracy - does excom actually do this?

Commented [JK18R17]: Is this the report that board members give in all committee meetings about the state of the society?

Commented [JK19R17]: Confirmed - this does happen, but it doesn't really need to be in the resource manual. This does not have a govt affairs component, it's just something that happens at the conferences.

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 Events.
7. Attend Chapter planning meeting, if possible.
8. Look at "themes on Chapter website and request a GAC theme for one of the upcoming meetings.
9. Start a journal with monthly to do items.

Commented [MOU20]: See earlier comment

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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.
3. Coordinate with RVCs regarding Government Affairs award nominations.

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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.
3. Report on GAC activities that have occurred since the last meeting.
4. Attend fall GOE training session provided by Government Affairs Staff if held in September.

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OCTOBER

1. Report on GAC activities that have occurred since the last meeting.
2. Schedule a planning session, if not already completed, with RVC which is due by October 30.
3. Attend fall GOE training session provided by Government Affairs Staff if held in October.

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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. Attend winter GOE training session provided by Government Affairs Staff if held in December. 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.
- ~~3. Coordinate with Student Activities Chair and CTT chair on upcoming E-Week events the chapter will be involved in.~~
- ~~4. Attend winter GOE training session provided by Government Affairs Staff if held in January.~~
- ~~3.~~

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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.~~
- ~~5. GAC Chapter Chairs may, at their discretion, attend the GAC meeting at the ASRHAE Winter Conference.~~
- ~~4/6. New RVCs will be notified of their appointment.~~

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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 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 15.
 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 30.
 4. GAC Chapter Chairs may, at their discretion, attend the GAC meeting at the ASRHAE Summer Conference.
- ▲
3.

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H: GAC STANDING RULES

- Every GAC and Subcommittee meeting invitation or communication about scheduling must contain the time zone of the meeting.
- **Trainings:** The Government Affairs Committee will hold two annual training sessions. The first session is intended primarily for incoming GAC members and will take place shortly before the start of the new Society Year; this first session will broadly cover the mission, functions, procedures, logistics, and resources of the Committee. The second session will focus on Government Outreach Events and will take place in two parts, with the first part scheduled for September/October and the second part scheduled for December/January.
- The rules regarding ASHRAE Council and Committee meetings can be found in the Rules of the Board, ~~Section 2.404.002.~~ The current Rules of the Board can be found ~~at this link:~~ <https://www.ashrae.org/about/governance/rules-of-the-board>, ~~(An ASHRAE member login will be needed to access the document.)~~ ~~on the ASHRAE website, here:~~ <https://www.ashrae.org/about/governance>

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 15 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 GovAffairs@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 submits article on winner to be published in the Government Affairs Update (GAU)**
 - d. **RVC notifies individuals who were not selected and lets them know that they will receive a highlight in an upcoming GAU**

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~~AWARD

1. Cover Page

GOVERNMENT AFFAIRS AWARD APPLICATION

Society Year 20____- 20____

Contact information for Nominee

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

Contact information for Nominator(s)

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

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
GovAffairs@ashrae.org*

J. DAVE PALTY OUTSTANDING GAC SERVICEAWARD

Dave Palty Outstanding GAC Service Award

The Dave Palty Outstanding GAC Service Award is an informal committee award that is given each year to recognize outstanding overall effort on the GAC committee. The subject award will be judged by a 3-person committee made up of the current year Chair, Vice-Chair, and GAC staff director. The individual will be recognized at the GAC committee meeting at the ASHRAE annual meeting and will receive a plaque recognizing their outstanding efforts over the course of the year to promote and advocate on behalf of ASHRAE.

K: GUIDELINES FOR AWARDS

Commented [KJ21]: Alice says delete all of this section

~~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.~~

L: 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)

Staff impact (~~estimated~~ staff time required)

Commented [KJ22]: Review when we say “staff” if we specifically mean ASHRAE Staff vs Govt Affairs staff

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):

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.

STAFF IMPACT

Include an estimate as to the effect on ASHRAE staff in terms of work hours.

* * * * *

~~Motions will be formatted based on *Robert's Rules of Order, Newly Revised*. The Society Parliamentarian is responsible for determining the specific version for use. This requirement is included in the Rules of the Board, Section 2.101.002. A link to the Rules of the Board can be found here:-~~

~~[https://www.ashrae.org/file%20library/about/governance/rules of the board—volumes 1-4-july 2020 .pdf](https://www.ashrae.org/file%20library/about/governance/rules%20of%20the%20board-volumes%201-4-july%202020.pdf)~~

Attachment B — Example Motion (used for a motion made during a meeting)

Commented [KJ23]: Delete - we use a different system now per the BoD

M: MENTORING PROGRAM

The Rules of the Board Section 2.105.002.4 describes the requirements for mentoring programs. A link to the Rules of the Board can be found here: <https://www.ashrae.org/file%20library/about/governance/rules-of-the-board-volumes-1-4-july-2020.pdf>, on ASHRAE's website, here: <https://www.ashrae.org/about/governance>

Commented [KJ24]: Link 404s. Find and replace with link to the webpage where the ROB is hosted.

The Government Affairs Mentoring Program is a unique opportunity to create positive mentor/mentee relationships within the Government Affairs Committee. Members can build relationships that last well beyond their term on the GAC; learn best-practices and insights from peers to be more effective in GAC roles; share their experiences; and develop ideas for increasing overall GAC impact.

- The GAC Chair will match Mentors and Mentees prior to the beginning of the next Society Year
- Typically, the pairs will have similar GAC roles (RVCs matched with RVCs, Members-at-large matched with Members-at-large)
- Program will run for the entire Society Year (July-June)
- Mentors/Mentees should meet for at least one hour per month at minimum

Commented [MOU25]: Next could be confusing. Presumably it's the year during which they will be chair, which is sort of implied. I'd delete next or say "beginning of their SY", which also is kind of weird.

Commented [MOU26]: Seems excessive to me. 1 h per quarter more realistic. But it says should so doesn't really matter.

Mentor Roles and Responsibilities:

- Support the mentee's potential by assisting and advising to support the mentee's ability to thrive in GAC roles:
 - Establish and maintain trust with mentees
 - Listen and assist in understanding their needs
 - Ensure that both have enough time to foster this relationship
 - Create a personal approach based on mentee's needs

Mentee Roles and Responsibilities:

- Maintain the relationship by managing logistics, setting up meetings, and following through with agreed upon next steps.
- Come prepared to each session with a general agenda/discussion topics.
- Identify needs and goals, carefully consider mentor's feedback taking appropriate action.
- Be coachable and ask for clarification when needed.

Commented [MOU27]: Not sure what that means? Maybe say "Be receptive and open to mentor's suggestions...."

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:

Commented [KJ28]: Emily to review for accuracy.

• 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:

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

N: 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.
- 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 workshop
- 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 workshop 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 2weeks.
- Follow up report sent to DRC within 2 weeks, 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 2weeks.

Commented [MOU29]: Hmmm... will ASHRAE cover the stamps? ;)

O: PAOE INTERPRETATION GUIDELINES

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PURPOSE:

- ~~To streamline PAOE interpretation throughout Chapters within all Regions and the Society. This will allow for better comparison between Chapters and between Regions.~~
- ~~To avoid a too liberal interpretation of some item(s) leading to an excessive number of points being entered.~~

PAOE 20XX-20YY

PLANNING AND ADMINISTRATIVE ACTIVITIES

AWARDS AND SUBMISSION ACTIVITIES

MEETINGS, PRESENTATIONS OR EVENTS

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.



P: CHANGES TO THE RULES OF THE BOARD OR MOP

Proposed changes to the Rules of the Board, or to any Society-wide policy or procedure, must follow the process outlined in the Rules of the Board Section 10.3.3. A link to the Rules of the Board can be found here: <https://www.ashrae.org/file%20library/about/governance/rules-of-the-board-volumes-1-4-july-2020.pdf>, on ASHRAE's website, here: <https://www.ashrae.org/about/governance>

Commented [KJ30]: Link 404s, find webpage to link to that is up to date

Proposed changes including additions and deletions to MOPs should follow the same procedure as that for ROB's (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.

Q: 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.

Commented [MOU31]: In person?

R: STYLE AND FORMAT FOR OFFICIAL ASHRAE LETTERS AND EMAILS

R: GAC/TECHNOLOGY COUNCIL REGULATORY REVIEW PROCESS

When sending emails and letters on behalf of the Society, RVCs should be sure that their signature line clearly communicates that they are representing the Society in their capacity as an RVC. Per ASHRAE's standard operating procedure of being agnostic to non-ASHRAE business outcomes, care should be taken to exclude corporate promotion from signature lines. Such promotion is often included in 'automatic signatures' (e.g., upcoming corporate events and conferences).

Commented [KJ32]: Peter: information about appropriate email sigs may be helpful
Meghan: direction to find templates/examples on the GA website.

Commented [KJ33R32]: Hit on the SOP re: agnostic to business outcome

For examples of official ASHRAE letters to government officials that show the style and format that is desired, please review past examples which can be found here:
<https://www.ashrae.org/about/government-affairs/policy-positions-and-issues#letters>

All letters written on behalf of the Society should be written in coordination and approved by Government Affairs staff.

~~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 Chart Below, page 55). 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, Green Guide, 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 a response was called for and which ASHRAE committees and/or members information should be sent to.

APPENDIX 1: TEMPLATE LETTERS

The GAC Advocacy Toolkit contains information, templates, and guidance for members participating in government outreach. The Advocacy Toolkit can be found at this link: <https://www.ashrae.org/about/government-affairs/member-resources-advocacy-toolkit>. (A member login will be needed to access.) Contact your RVC or ASHRAE staff to discuss further.

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)

Commented [KJ34]: This section will be reviewed and replaced at a later date - we do not have the capacity to do this now per AY.

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

Dear Title and Name of Government Official;

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 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 Title and Name of Government Official;

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 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/Madam;

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 to request that information.

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

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APPENDIX 2: EMAILFORMAT

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”

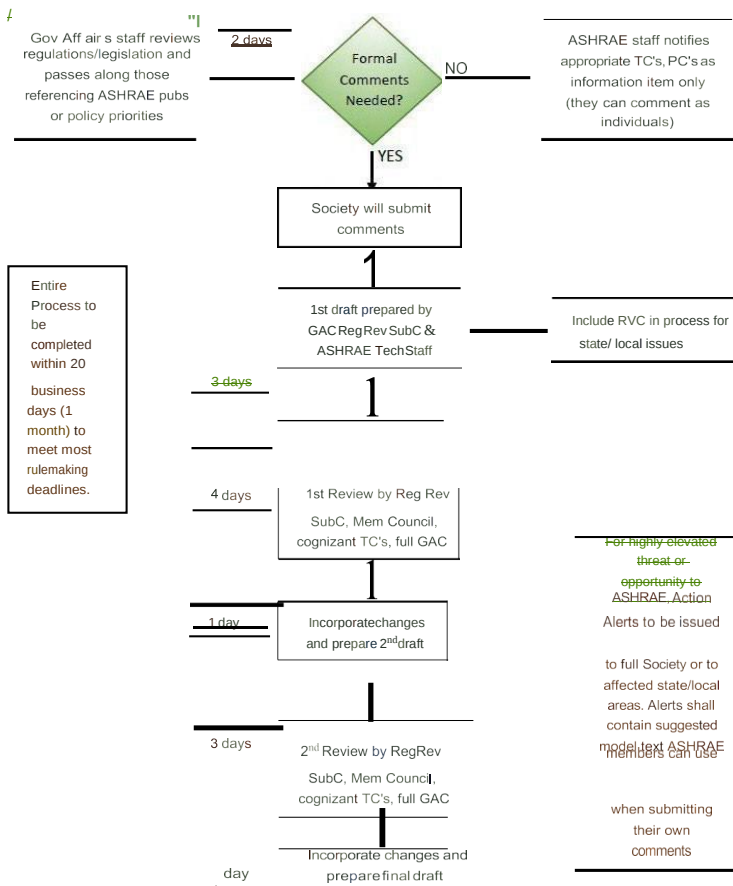
The body of the email to follow this format:

- **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.

Commented [KJ35]: We do not have the capacity to review and edit at this time, per AY.

Commented [KJ36]: All letter templates and section R regarding letter templates is outdated. End users do not need instructions on how to write an email spelled out for them, there is a wealth of standard ashrae emails on our website, and if an RVC is ever in doubt they can/should just ask govt affairs.

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



S: GOVERNMENT OUTREACH EVENT REPORTING FORM

A Government Outreach Reporting Form should be submitted for every event or meeting ASHRAE members hold with government officials. Contact your RVC or Government Affairs staff for questions or assistance with the form. The Reporting Form is in the Advocacy Toolkit on the ASHRAE website (a member login will be needed for access). A link to the Reporting Form can be found here: <https://www.ashrae.org/about/government-affairs/grassroots-advocacy/accomplishments#plan>. A document defining which events qualify as Government Outreach Events can also be found on this page.

T. FINANCIAL ASSISTANCE FOR INTERNATIONAL OUTREACH EVENTS

In past years, funding has been made available to each RVC with chapters outside the U.S. for reimbursing eligible transportation expenses for members of their region participating in Government Outreach Event activities. If ASHRAE Society includes this funding in the Society Budget, the following procedure should be used by RVCs in order to access these funds:

1. A budget shall be developed by the RVC detailing the use and purpose of expenditures (see Attachment C for an example budget).
2. Eligible expenditures shall only include transportation expenses.
3. The RVC's budget must be approved in writing by that RVC's Director and Regional Chair (DRC), and said written approval from the DRC shall be submitted to the Finance Committee through the GAC staff liaison.
4. The budget plan must be completed within the first quarter of the Society Year and submitted to the GAC Staff Liaison, along with the written approval from the relevant DRC, no later than November 30 of the Society Year. It is recommended that the budget plans be completed within the first quarter of the Society Year and submitted to the GAC Staff Liaison, along with written approval from the relevant DRC. Having a finalized budget plan by November 30th of the Society Year is recommended.

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U. ATTACHMENTS

Attachment A

Instructions to Enter the Chapter Information Questionnaire (CIQ):

1. From the ASHRAE Homepage, login using your email address and password.
2. Click on the Communities blue tab
3. Click on the Chapters link on the drop-down menu
4. On the Chapters page, select Chapter Reports, PAOE and CIQ
5. In the left column, click on the Regional tab; the list of all Chapters in the Region will come up.
6. Click on the link of the chapter's name
7. The Members list will come up
8. There will be buttons above the Members list to:



9. To run the CIQ reports, click on the Chapter Reports icon at the top of the page
10. Click on the report you wish to run:
 - a. **Chapter Officer Roster:** this report lists the chapter positions for the current Society Year
 - b. **Chapter Information Questionnaire:** when chapter positions are entered prior to the next society year, this report will list those positions for the future Society Year

Attachment B

**MOTION
GOVERNMENT
AFFAIRS COMMITTEE**

MOVED BY: _____

SECONDED BY: _____

MOTION: _____

BACKGROUND: _____

FISCAL **IMPACT**: _____

Commented [KJ38]: Need to add staff impact line

STAFF IMPACT: _____

Commented [KJ39]: Need to add staff impact line

Vote count: For Against Abstaining

Chair voting? Yes ☐ No ☐

Motion passed ☐

Motion failed ☐

Motion referred to:

Attachment C

Example Form – Government Outreach Event Plan

(Note this is an example only; the form and information and reimbursement plan may vary depending on Regional Needs, and Requirements of the DRC.)

Chapter Name	Type of Outreach Event	Lead Organizer (if known)	Expected Number of ASHRAE Participants	Expected Number of Meetings	Average Travel Distance (km. est.)	Expected Average Travel Cost Per Member (USD)	Total Costs (Estimate)	Costs to be Reimbursed
Chapter A	Federal Elected Official	Joe Cool	2	2	50	\$50.00	\$100.00	\$15.69
Chapter B	Multiple meetings – Government Legislative Body	Suzy Linn	15	9	1400	\$600.00	\$9,000.00	\$1,411.76
Chapter C	Federal Elected Official	Charlie Brown	3	1	350	\$400.00	\$1,200.00	\$188.24
Chapter D	Local Meeting	Lindsay Lou	5	1	22	\$50.00	\$250.00	\$39.22
Chapter E	Federal Elected Official	Jane Doe	4	3	590	\$300.00	\$1,200.00	\$188.24
Chapter F	Code Hearing	John Doe	5	1	370	\$200.00	\$1,000.00	\$156.86
TOTAL REGIONAL COST:							\$12,750.00	\$2,000.00*

*Note that this amount MUST total \$2,000.00 USD

Existing PPIBs				
	Expires	Status	Reviewers	Comments
Building Electrification	Feb 2026	Finalized for SY24-25	Heather	
Building Decarbonization	June 2025	Approved by GAC 2.7.25 Reviewed by TC / DRSC 4.18.25	Syed	Review of Tech Council comments is ongoing.
Building Energy Benchmarking	June 2025	Approved by GAC 2.7.25 Reviewed by TC / DRSC 4.18.25	Adam	Review of Tech Council comments is ongoing.
Climate Change and the Built Environment	June 2025	Approved by GAC 2.7.25 Reviewed by TC / DRSC 4.18.25	Adrianne	Review of Tech Council comments is ongoing.
Consensus Standards-Expert Solutions to Meet Global Needs	June 2025	Approved by GAC 2.7.25 Reviewed by TC / DRSC 4.18.25	Andy	Review of Tech Council comments is ongoing.
Environmental Tobacco Smoke And Electronic Nicotine Delivery Systems	June 2025	Approved by GAC 2.7.25 Reviewed by TC / DRSC 4.18.25	Andy	Sent to chair of ETS PD, no comments; Review of Tech Council comments is ongoing.
Indoor Air Quality	June 2025	Approved by GAC 2.7.25 Reviewed by TC / DRSC 4.18.25	Andy	Comments from chair of IAQ PD; Review of Tech Council comments is ongoing.
Refrigerants and Their Responsible Use	June 2025	Approved by GAC 2.7.25 Reviewed by TC / DRSC 4.18.25	Heather	Sent to past and current chairs of refrigerants PD, no comments; Review of Tech Council comments is ongoing.
Resiliency in the Built Environment	June 2025	Approved by GAC 2.7.25 Reviewed by TC / DRSC 4.18.25	Tim	Comments from chair of resiliency PD; Review of Tech Council comments is ongoing.

STEM Education & Workforce	June 2024	Approved by GAC 2.7.25 Reviewed by TC / DRSC 4.18.25	Adam, Peter	Review of Tech Council comments is ongoing.
Indoor Carbon Dioxide	June 2025	Approved by GAC 2.7.25 Reviewed by TC / DRSC 4.18.25	Andy	Comments from chair of CO2 PD; Review of Tech Council comments is ongoing.
Wildfires and Indoor Environmental Health	June 2025	Approved by GAC 2.7.25 Reviewed by TC / DRSC 4.18.25	Andy	Comments from chair of Guideline 44; Review of Tech Council comments is ongoing.
Potential New PPIBs				
Embodied Carbon				Last reviewed by Beth Tomlinson during SY23-24
Electricity Generation				At February 7 PPSC meeting, Villaume encouraged to begin drafting PPIB
Environmental Justice in Building Design				Discussions ongoing between Andy, Heather and Peter
Infectious Disease				Draft developed by chair of infectious disease PD; Comments from Andy and under review by chair of Standard 241
Alternative Pathways to Licensure & Operations/Maintenance				Licensure issues brought forward by chair of Standards Committee; Operations and Maintenance issues discussed by staff Discussed at 4.17 PPSC Meeting—must ensure this is written to support diverse member perspectives

Society Year 2024-2025 PPIB Review Process Last Updated: April 23, 2025

TRACKING GOVERNMENT OUTREACH EVENTS SY 2024-2025

PROGRESS CHART: Government Outreach Events

Note: Delta assumes that ALL planned and scheduled events are held (negative indicates that we are behind the goal).

	Target	Held	Scheduled	Planned	Delta	Reporting Forms	Recurring Meetings	# of Government Attendees
City/Local		15	0	0	15	5	1	24
State		44	0	4	48	23	0	263
Federal		0	0	0	0	0	0	0
Global		10	2	0	12	3	1	32
In-Person								
Virtual		6						
Total	100	69	2	4	-25	31	2	319

Note: Totals may not add up due to rounding

SY23-24 SUMMARY TOTALS (to date):	Number of Attendees (ASHRAE Members)	Number of Meetings	Number of in- person Meetings	Number of virtual meetings
Local	76	15	13	2
State	148	200	197	3
Federal	0	0	0	0
Global	72	10	9	1
TOTAL:	296	225	219	6

Bottom Line:

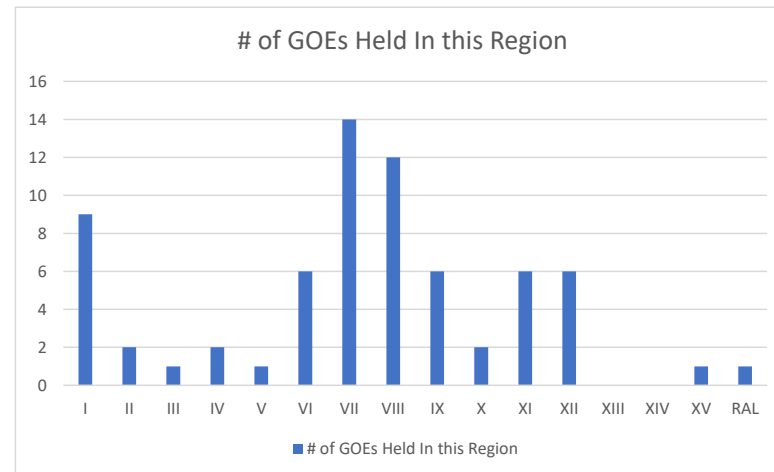
The GAC still needs 69 GOE forms to be submitted to meet its goal of 100 GOEs.

In Comparison

SY22-23 SUMMARY TOTALS:	Number of Attendees			
	(ASHRAE Members)	Number of Meetings	Number of in-person Meetings	Number of virtual meetings
State	189	172	154	18
Federal	75	44	15	29
Local	10	10	9	1
Global	257	247	42	5
TOTAL:	531	273	220	53

Regional Comparisons

Region (arabic numeral)	Region	# of GOEs Held In this Region
1	I	9
2	II	2
3	III	1
4	IV	2
5	V	1
6	VI	6
7	VII	14
8	VIII	12
9	IX	6
10	X	2
11	XI	6
12	XII	6
13	XIII	0
14	XIV	0
15	XV	1
RAL	RAL	1



ASHRAE Outreach Using VoterVoice Platform

VoterVoice is a tool that allows ASHRAE members and others to send letters to their members of Congress and state legislators. ASHRAE staff draft the message that they can send based on an approved letter sent by the ASHRAE president. The purpose of the tool is to amplify our advocacy efforts and allow constituents to reach out directly to their elected officials. This is the first year the tool has been used. We report below on its use and impact.

During calendar year 2025 to date, staff has used Voter Voice for:

- **4 outreach efforts on proposed legislation:**
 - 1 U.S. federal – *Tell Congress to Support the American Innovation and R&D Competitiveness Act*
 - 1 in Hawaii – *Help ASHRAE Protect Hawaii's Building Standards*
 - 1 in Nebraska – *Support Building Codes in Nebraska*
 - 1 in Missouri – *Oppose Missouri HB 939*
- **62 total messages** have ultimately been sent to legislators from ASHRAE members:
 - Federal – 15 messages
 - Hawaii – 2 messages
 - Nebraska – 13 messages
 - Missouri – 32 messages
- All 4 outreach efforts combined have required about **7.5 hours total of staff time**, which includes the Voter Voice setup, as well as drafting and receiving ASHRAE leadership's approval for the messages to be sent to members and to legislators. This same work would have taken dozens of hours if staff had had to reach out to members individually to discuss a bill and encourage each member to sign a letter.
- **Conclusion:** This is an effective tool and we recommend continuing its use.



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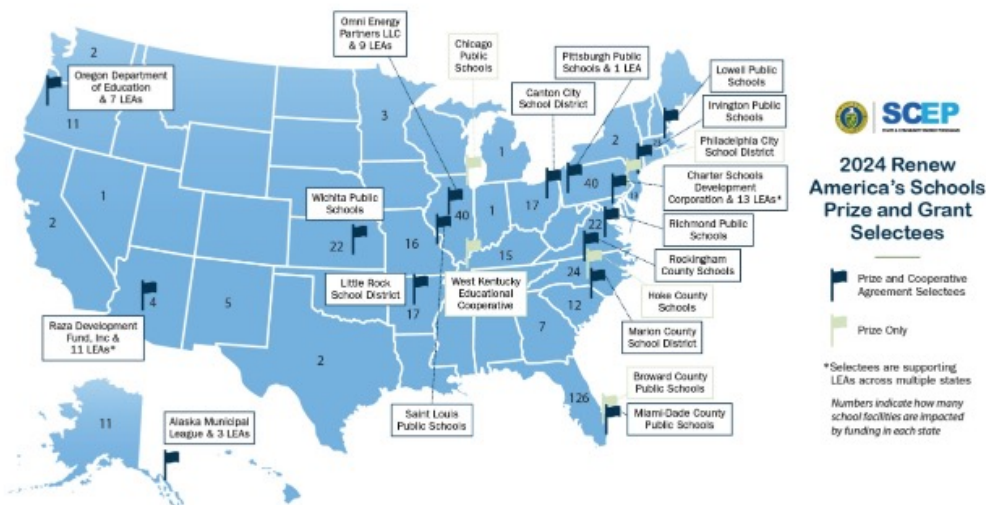


Case Study: ASHRAE Miami Chapter's Involvement with Miami-Dade County Public Schools in the 2024 Renew America's Schools Prize

Executive Summary

In 2024, the ASHRAE Miami Chapter in collaboration with EXP U.S. Services Inc. (EXP) supported Miami-Dade County Public Schools (M-DCPS) as part of the Renew America's Schools Prize initiative. Supported by the U.S. Department of Energy (DOE), the program aims to enhance energy efficiency, reduce greenhouse gas emissions, and improve indoor air quality (IAQ) in disadvantaged communities. While EXP led the technical execution of services, including energy audits, retrofitting, and renewable energy integration, the ASHRAE Miami Chapter provided critical support in information dissemination, educational programming, and coordination.

This collaboration underscores the transformative potential of local ASHRAE chapters in enhancing the impact of engineering expertise and fostering educational opportunities to serve communities in need. Together, ASHRAE Miami and EXP are delivering sustainable energy improvements to 74 school buildings across 10 campuses, benefiting 7,460 students and their communities.



Background Miami-Dade County Public Schools



Miami-Dade County Public Schools
Giving our students the world

Miami-Dade County Public Schools (M-DCPS), the third-largest school district in the nation, spans 2,400 square miles and consists of 392 schools. Over the past decade, M-DCPS has prioritized sustainability, aiming to reduce energy consumption by 15% by 2026. The district identified 74 school buildings across 10 campuses, primarily in disadvantaged communities, to participate in the Renew America's Schools Program. Overall, this grant will serve 7,460 students. M-DCPS sent a survey to high school students in the district and received overwhelming support from over 4,000 students for the project.

With 73.3% of students identifying as Hispanic and 18.6% identifying as African American, M-DCPS serves a diverse student population. Three of the schools in this project portfolio are designated as emergency shelters, and more than 75% of students are eligible for free and reduced-price lunch. These factors underscore the critical need for energy-efficient and sustainable infrastructure improvements.

M-DCPS is fostering relationships with more than 10 organizations to ensure the project benefits the entire community. The district collaborates with:

- EXP to provide engineering services.
- Florida Memorial University for hands-on student training in energy efficiency.
- WeCount to ensure worker voices are heard and rights are protected, addressing labor equity and safety concerns.
- Greater Miami Service Corps and others to provide workforce training and access to clean energy jobs.
- Through its collaboration with EXP and ASHRAE Miami Chapter's educational and coordination efforts, M-DCPS is also engaging communities to promote environmental justice and equitable energy transitions.

The Project

On August 5, 2024, DOE named 21 Winners who earned a \$300,000 cash prize for their accomplishments in Phase 1. DOE then identified 16 of those Winners to advance to Phases 2 and 3, inviting them to enter cooperative agreements as Selectees for awards ranging from \$7.5 million to \$15 million. M-DCPS has identified 74 school buildings across 10 campuses with high energy needs to participate in the Renew America's Schools Program.

- Phase 1 Prize: \$300,000
- Federal Award (Phases 2-3): \$15,000,000
- Proposed Cost Share: \$4,719,298
 - o Phase 2: \$52,632
 - o Phase 3: \$4,666,667
- Number of Facilities to be Improved: 74
- Partner Organizations: EXP U.S. Services Inc. (EXP), The CLEO Institute, Dream in Green (DIG), Department of Regulatory and Economic Resources Development, UndauntedK12, WeCount, Greater Miami Service Corp, Florida Memorial University (FMU), EcoRise, Solar United Neighbors, Society of Flora Fauna and Friend, Walker Reid Strategies Inc.



M-DCPS's project plan centers around four key goals:

1. *Enhance energy efficiency and optimize building performance*
Strategies include retrofitting HVAC systems, upgrading lighting, implementing weatherization, and integrating advanced building automation systems.
2. *Increase renewable energy generation and reduce fossil fuel consumption*
The project includes solar photovoltaic installations and electrification of energy systems, reducing greenhouse gas emissions and grid dependency.
3. *Foster educational opportunities and workforce development in disadvantaged populations*
Partnerships with organizations like Florida Memorial University will provide hands-on training in energy auditing, sustainability practices, and clean energy jobs.
4. *Promote environmental justice by strengthening community engagement and partnerships*
Through partnerships with organizations like **WeCount** and **Dream in Green**, the project focuses on equitable energy access, worker protection, and educational resources in underserved communities.

ASHRAE Miami Chapter's Role

The ASHRAE Miami Chapter played an essential supporting role by facilitating communication, education, and coordination between EXP, M-DCPS, and the community. Key contributions include:

- 1. Information and Educational Support**

ASHRAE Miami disseminated critical knowledge to stakeholders, including community members and industry partners, ensuring alignment on goals and the importance of sustainable practices.

- 2. Coordination with EXP**

Through its partnership with EXP, the Chapter ensured that energy audit findings, retrofit recommendations, and project implementation plans adhered to ASHRAE standards for energy efficiency, IAQ, and sustainability.

- 3. Community Engagement and Awareness**

The Chapter joins forces with M-DCPS and its partners to promote environmental literacy and foster community support for the initiative.

Outcomes of the Collaboration

- 1. Energy Efficiency and Cost Savings**

Implemented retrofits and renewable energy solutions are projected to save M-DCPS \$1.2 million annually and reduce carbon emissions by 2,431 metric tons of CO₂e.

- 2. Improved Indoor Air Quality (IAQ)**

Upgraded HVAC systems and enhanced ventilation ensure healthier learning environments, reducing risks associated with airborne contaminants.

- 3. Educational and Workforce Development**

Partnerships with Florida Memorial University and workforce programs provided hands-on training for students and job opportunities for disadvantaged populations.

- 4. Community Impact**

The project fosters equity in energy access, engages local labor unions, and promotes environmental justice.

Conclusion

The ASHRAE Miami Chapter and EXP, in partnership with MDCPS demonstrated how technical expertise, strategic coordination, and community engagement can drive impactful, sustainable change. By addressing energy efficiency, renewable energy, and environmental justice, this collaboration serves as a model for other ASHRAE chapters to replicate, creating a healthier, more equitable future for communities nationwide.

Learn more:

<https://www.ashrae.org/communities/chapters/doe-lbnl-partnership-schools@ashrae.org>





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Case Study: ASHRAE Memphis Chapter's Involvement with Memphis-Shelby County Schools in the 2023 Renew America's Schools Grant

Executive Summary

In 2022, the ASHRAE Memphis Chapter partnered with Memphis-Shelby County Schools specifically Riverview K-8 School, as part of their involvement in the *Renew America's Schools* Grant. This initiative, backed by the U.S. Department of Energy (DOE), aims to improve energy efficiency and indoor air quality (IAQ) in schools, with a focus on disadvantaged communities. The ASHRAE Memphis Chapter's expertise, combined with strategic partnerships with local organizations, played a key role in helping Memphis-Shelby County Schools secure the \$9.5 million Renew Americas Schools Grant and implement transformative upgrades at Riverview K-8 School. The success of this project serves as a model for other ASHRAE chapters to engage with local school districts and drive improvements in energy, IAQ, and sustainability.

Background: Riverview K-8 School



Riverview Elementary/Middle School, located in a DOE Disadvantaged Community in southwest Memphis, serves a diverse population of approximately 437 K-8 students. The surrounding neighborhood ranks in the 99th percentile on several Environmental Protection Agency Environmental Justice indices, reflecting a community in need of both environmental and economic improvement.

Riverview is not only an educational facility but also a community shelter, providing a critical role as a safe haven during emergencies. Given its significance to the local population, Riverview was chosen as the demonstration site for a series of improvements aimed at improving energy efficiency, IAQ, and overall sustainability. The broader goal of the project was to create a model for Memphis-Shelby County Schools, which operates 163 facilities throughout the region, to replicate in other schools.

ASHRAE Memphis Chapter's Role

The ASHRAE Memphis Chapter was instrumental in guiding Memphis-Shelby County Schools through the process of applying for the *Renew America's Schools* Grant and in assisting with the technical aspects of the improvements. The Chapter's involvement began organically, with several key members, including past presidents and local engineers with ties to the district, playing a significant role in the project.



1. Collaboration with Industry and Educational Partners

The ASHRAE Memphis Chapter brought together a diverse group of stakeholders, including the University of Memphis, Memphis Light Gas and Water (MLGW), the Memphis Regional Chamber, and others. Through its student branch at the University of Memphis, the ASHRAE Memphis Chapter facilitated

student involvement and industry training in the project, particularly in energy-related learning activities that could be replicated across other schools. The collaboration was further strengthened by partnerships with organizations like the Peer Power Foundation and The Works LLC, and community groups such as 100 Black Men Memphis.

2. Technical Assistance and Expertise

ASHRAE Memphis members, in collaboration with a local engineering firm, helped conduct energy audits and identified key areas for improvement at Riverview. The proposed upgrades included lighting replacement, HVAC system upgrades, boiler plant electrification, new exterior windows, and the installation of a solar array. ASHRAE's technical expertise ensured that the recommended solutions adhered to the latest industry standards for energy efficiency and IAQ, while also considering the unique needs of the community.

3. Weekly Check-ins and Project Management

As part of its commitment, the ASHRAE Memphis Chapter played an essential role in managing the application process and organizing weekly check-in meetings to ensure project alignment. These meetings addressed critical questions such as application procedures, requirements, and the allocation of technical tasks among ASHRAE members. The project management approach helped keep the team on track and fostered a collaborative environment among all stakeholders.

4. Engagement of Students and Community Members

Memphis-Shelby County Schools leveraged its College, Career, and Technical Education program to embed the project into the curriculum at Riverview's Innovative Design Lab. Students were engaged not only in the implementation of the energy upgrades but also in the learning activities related to sustainability, energy efficiency, and workforce development. By the end of the grant period, the project was designed to include community stakeholders, municipal leaders, local businesses, and workforce groups, all working together to ensure long-term sustainability.

Outcomes of the Collaboration

The *Renew America's Schools* Grant led to significant upgrades at Riverview Elementary/Middle School, with improvements focused on energy efficiency, IAQ, and sustainability:

▪ Energy Efficiency and Sustainability

The installation of energy-efficient lighting, HVAC system upgrades, and the introduction of a solar array allowed Riverview to reduce energy consumption and lower operational costs. The electrification of the boiler plant and the installation of new windows further enhanced the school's energy profile, contributing to long-term savings and a reduced carbon footprint.

▪ Improved Indoor Air Quality (IAQ)

Through the upgrade of HVAC systems and the implementation of enhanced filtration and ventilation systems, Riverview now enjoys improved IAQ. These measures ensure a healthier environment for students and staff, reducing the risks associated with airborne pathogens and improving overall air quality.

▪ Educational and Community Impact

The project has served as a demonstration site for energy efficiency and sustainability initiatives, providing a valuable learning opportunity for both students and educators. Additionally, it has fostered community involvement and workforce development, particularly in the local workforce and labor groups, as Memphis-Shelby County Schools committed to involving diverse populations in the project's implementation.



Jennifer Granholm
U.S. Secretary of Energy



Challenges and Solutions

While the collaboration was highly successful, the project did encounter several challenges:

1. Lack of Consensus Understanding of the Renew Americas Schools Grant

The initial challenge was aligning the various departments within the district, such as community safety, workforce, and facilities management, to understand the goals and requirements of the grant. To address this, the ASHRAE Memphis Chapter and the working group organized informational meetings to clarify the RFP and bring the right stakeholders to the table.

2. Staffing Changes within the School District

During the project, Memphis-Shelby County Schools experienced changes in key staff positions, which initially slowed progress. To overcome this challenge, the ASHRAE Memphis Chapter, in partnership with the local engineering firm, helped maintain momentum through the management of the energy audit and ongoing technical guidance.

Lessons Learned and Recommendations for Other ASHRAE Chapters

While the collaboration was highly successful, the project did encounter several challenges:

The ASHRAE Memphis Chapter's involvement with Memphis-Shelby County Schools offers several valuable lessons for other ASHRAE chapters looking to engage with local school districts:

1. Leverage Local Partnerships

Collaborating with local educational institutions, engineering firms, and community organizations can strengthen the impact of a project. ASHRAE Memphis utilized its ties to the University of Memphis and local engineering firms to ensure that both technical expertise and student involvement were prioritized.

2. Early Engagement is Key

Engaging school districts early in the process allows for a smoother application and implementation process. ASHRAE chapters should be proactive in reaching out to local districts and understanding their specific needs.

3. Incorporate Workforce Development

Integrating workforce development opportunities into school projects can help build local capacity and provide students with valuable career skills. The Riverview project, for example, utilized the CCTE program to engage students in hands-on learning activities that will benefit them in the future.

4. Maintain Clear Communication

Ensuring that all parties involved have a clear understanding of the project goals and requirements is essential for success. Regular check-ins, transparent communication, and collaborative meetings helped keep the Riverview project on track.

Conclusion

The successful partnership between the ASHRAE Memphis Chapter and Shelby County Schools on the *Renew America's Schools* Grant has demonstrated the powerful impact that ASHRAE chapters can have in improving the energy efficiency, sustainability, and IAQ of local schools. By leveraging technical expertise, community partnerships, and workforce development, ASHRAE Memphis has set a precedent for other chapters to follow. This case study illustrates how ASHRAE chapters can play a vital role in improving the learning environment for students and creating lasting change in their communities. ASHRAE chapters across the country can use this model as a guide to support their local schools, drive innovation, and contribute to a healthier, more sustainable future for the next generation of learners.



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Case Study: ASHRAE Miami Chapter's Involvement with Broward County Public Schools in the 2024 Renew America's Schools Prize

Executive Summary

In 2024, the ASHRAE Miami Chapter in collaboration with EXP U.S. Services Inc. (EXP) supported Broward County Public Schools (BCPS) with their successful bid for the 2024 Renew America's Schools Prize. The 2024 Renew America's Schools Prize and Grant is the second round of funding from the Renew America's Schools Program. This opportunity focused on helping K-12 public school districts across America make energy upgrades to decrease energy use and costs, improve indoor air quality, and foster healthier learning environments. BCPS, the sixth-largest school district in the nation, will use the \$300,000 prize to support the retrofit of 52 school buildings across 10 campuses with high energy needs. The program's goals include reducing energy consumption, improving indoor air quality (IAQ), and fostering workforce development. This collaboration highlights the potential for ASHRAE chapters to drive impactful sustainability initiatives, leveraging engineering expertise and community partnerships to achieve lasting change.

Background: Broward County Public Schools

Broward County Public Schools (BCPS) is the sixth-largest school district in the nation and the second largest in Florida, serving more than 256,000 students, and approximately 110,000 adult students, in 240 schools, centers, and technical colleges.



A Leader in Energy Efficiency

BCPS was recognized in 2024 as the Best in Class Retrofit Revolutionary by the DOE Efficient and Healthy Schools Program for its commitment to sustainability and strategic energy investments.

Previous initiatives, such as installing charging stations for its electric school bus fleet in partnership with FPLC, have positioned the district as a leader in energy efficiency and resilience.

Commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA)

BCPS maintains a robust Supplier Diversity Outreach Program to address systemic barriers faced by Small/Minority and Women Business Enterprises (S/M/WBEs) in securing contracts. The district also collaborates with FOPE, ensuring collective bargaining agreements support fair labor practices, equitable wages, and workforce inclusion.

Impact on Disadvantaged Communities (DACs)

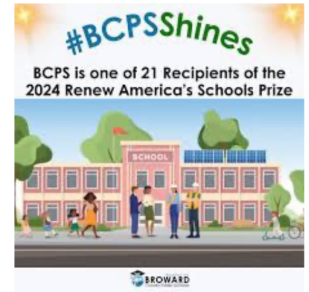
The initiative focuses on schools in underserved areas, addressing inequities in access to energy-efficient infrastructure and educational resources. By improving facilities, the project enhances learning environments, reduces energy burdens, and empowers local communities through workforce development and economic opportunities.

The Project

The project team includes the local utility company, Florida Power and Light Company (FPLC), as well as private firms, EXP U.S. Services Inc. (EXP) and Roth Schneider bolstering the partnership with specialized expertise with energy audits. FPLC provides the school district real-time energy use data. In a previous successful project, BCSP worked with the utility to launch charging stations across the district for its electric school bus fleet.

Key project elements include:

1. Energy Efficiency Improvements
 - o Retrofitting HVAC systems and upgrading lighting systems.
 - o Conducting energy audits to identify additional opportunities for energy savings.
2. Resilience and Sustainability
 - o Ensuring schools are better equipped to withstand extreme weather events.
 - o Promoting renewable energy and resource conservation practices.
3. Educational and Workforce Development
 - o Supporting hands-on learning for students in energy efficiency and sustainability practices.
 - o Partnering with organizations like FOPE and the Supplier Diversity Outreach Program to foster local workforce development and engage underrepresented communities.
4. Community Engagement
 - o Collaborating with Florida Power and Light Company (FPLC) to leverage real-time energy use data for educational and operational improvements.



ASHRAE Miami Chapter's Role

While EXP provided technical expertise for energy audits and retrofits, the ASHRAE Miami Chapter played a key role in providing educational support and facilitating coordination between the district, technical teams, and community stakeholders. The ASHRAE Miami Chapter provided critical support for the project by:

1. Educational Support and Community Awareness
 - o Disseminating information to stakeholders about the benefits of energy efficiency and IAQ improvements.
 - o Promoting engagement among students, staff, and community members.
2. Coordination with EXP
 - o Ensuring energy audits, retrofit plans, and technical recommendations aligned with ASHRAE standards.
 - o Facilitating collaboration between the technical teams and BCPS leadership to streamline project implementation.

Outcomes of the Collaboration

1. Energy Efficiency and Cost Savings
 - o Energy audits and retrofits are projected to significantly reduce energy consumption and operational costs across 52 school buildings.
2. Improved Resilience and IAQ
 - o Upgrades to HVAC systems and building automation controls to enhance ventilation, filtration, and overall air quality.
3. Educational and Economic Impact
 - o Partnerships with FOPE and FPLC to create pathways for students and local workers to access clean energy jobs and hands-on training opportunities.
4. Community Benefits
 - o Enhance learning environments and resilient infrastructure to provide long-term benefits for disadvantaged communities.

Conclusion

The partnership between ASHRAE Miami Chapter, EXP, and Broward County Public Schools demonstrates the powerful impact of combining technical expertise, community engagement, and workforce development. Together, these organizations are setting a precedent for energy efficiency, sustainability, and resilience in schools, creating healthier and more equitable environments for students and communities.

This case study serves as a model for other ASHRAE chapters seeking to collaborate with local school districts and contribute to meaningful sustainability initiatives.

<https://www.ashrae.org/communities/chapters/doe-lbnl-partnership>
schools@ashrae.org



**ACTION ITEMS
GOVERNMENT AFFAIRS COMMITTEE
SY 2024-2025**

Last Updated: April 24, 2025

#	Action	Assigned To	Due Date	Status	C/O
<i>Added at 06-21-2024 Annual meeting</i>					
1	Organize informal gathering at the 2025 Winter meeting to discuss advocacy and ASHRAE positions. Target date would be Saturday.	Karson	December 2024	Karson is scheduling this meeting – targeting for Sat. Feb. 8.	C
<i>Added at 10-30-2024 Annual meeting</i>					
2	Review the redline of the Resource Manual and provide comments to Jacob Karson (jkarson@ashrae.org) (Redline is available on Basecamp)	All GAC Members	November 30	11/07 – Persily provided Jacob sent out an email to the GAC on 11/22 asking for any comments/feedback from the GAC members; only comment received was “this looks good.” 2/7 – vote deferred to give members more time to review	C
3	Submit PAOE recommendations to GAC Vice Chair (Meghan McNulty at meghan.k.mculty@pnnl.gov)	Chairs of PPSC, MMSC, and GASC	November 30		C
4	Review the Manual of Chapter Operations GAC Sections and provide comments/edits as needed. Please send to Sheila & Alice (sheila.hayter@nrel.gov and ayates@ashrae.org) (Note that the GAC Sections of the Manual of Chapter Operations is available on Basecamp)	All GAC Members	Nov. 15	Responses provided by Hayter, Persily, Johnston, Rivera. Suggestions sent to Members Council on November 26, 2024.	C
5	Share feedback on the GAC mentoring program to Sheila Hayter (sheila.hayter@nrel.gov)	All GAC Members	December 31		C



#	Action	Assigned To	Due Date	Status	C/O
6	Send an email to the RVCs explaining the new legislative alert system that staff will use.	Karson	ASAP	Email sent Nov. 5.	C
<i>Added at 02-07-2025 Winter Meeting</i>					
7	Send thank you notes to government officials who participated on the GAC Advisory Board	Staff	ASAP	Neil sent the notes via email.	C
8	Prepare one slide on how to request complimentary copies of ASHRAE Standards (question came from Dr. Varun Jain)	Staff	ASAP	Slide has been incorporated into the CRC and GAC trainings	C
9	Ask if the DL list can be categorized by PPPs (question came from Dr. Varun Jain)	Staff	ASAP	The staff liaison for CTTC explained that the DL Working Group is in the process of categorizing DLs. If the GAC has any additional topics to include, we can communicate that to CTTC. ¹	C

¹ The categories being discussed are:

ASHRAE Standards & Guidelines

Decarbonization and Net Zero

Ethics / DEI

Refrigeration & Refrigerants

Smart Buildings and Smart Grids

IEQ

Resilience in Building Design

Commissioning and Quality Control

Energy Efficiency and Sustainability

Leadership and Professional Development

Emerging Technologies

Health and Safety

Green Building Certifications

Fundamentals



#	Action	Assigned To	Due Date	Status	C/O
10	Review new training slides from agenda item #15-a and consider modifying the language	Staff	ASAP	Financial risk management training slides for Chapter treasurers has been revised with softened language, and including the statement, “the vast majority of chapters will not need to report any expenses because very few chapters expend money related to such activities”	C
11	Ask Honors and Awards Committee if something can be given to nominees for the Society Award, such as a certificate or if not possible than a letter (“special mention”) and to the RVC who submitted the nomination	Staff	ASAP	Either a letter or a certificate can be distributed. Letters have been written, and will be distributed.	O
<i>Added at 04-24-2025 Spring Meeting</i>					
12	Members Council Rep and GAC ExO will raise the issue of requiring a virtual option for all meetings at the Winter and Annual conferences. Staff will work with Andy Persily, Sheila Hayter and Meghan McNulty on drafting talking points or an email communication for this purpose.	Reihl Holcomb Hayter McNulty Persily Staff	June 30	4/24/2025 – Yates emailed draft talking points to Persily.	
13	Create video to show how to fill out and submit a GOE form. This video will be imbedded in the CRC GAC Training as well as the GOE training.	Staff (Karson)	Summer 2025	Will target getting this done in time for the first “Fall” CRC, which takes place July 24-26.	
14	Send reminder to all chapter chairs and presidents regarding submission of GOE forms and PAOE points.	Staff (Karson)	ASAP		
15	Upload new resource manual to basecamp and the website.	Staff	ASAP		
16	Send GAC-recommended revisions of MOP to Members Council for their consideration at their next MC meeting.	Staff	ASAP	4/24/2025 – Yates emailed a motion and the revised MOP to Members Council. Note that Members Council wants this motion to be included in the GAC Report to Members Council at the Annual Meeting in Phoenix.	