

**REFERENCE MANUAL
FOR
REFRIGERATION TECHNOLOGY COMMITTEE
FOR
COMFORT – PROCESS – COLD CHAIN (REF-CPCC)**

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FOREWORD

The REF-CPCC Reference Manual, contains guidelines, procedures, sample documents and other tools that the committee uses in its day-to-day operation. The Reference Manual ensures consistency in the operation of the REF-CPCC and serves as an educational tool for new members. The Reference Manual is an internal document of the REF-CPCC and requires the approval of this committee only

TABLE OF CONTENTS

SECTION A	ABBREVIATIONS AND ACRONYMS
SECTION B	Operations
SECTION C	Management by Objectives
SECTION D	Committee Liaisons
SECTION E	Subcommittees
SECTION F	Mentoring Program
SECTION G	<u>Milton W. Garland Commemorative Comfort – Process - Cold-Chain - Award for Project Excellence</u> <u>Comfort Cooling Award for Project Excellence</u>
SECTION H	George Briley Award
SECTION I	REVISIONS TO RULES AND REGULATIONS Part 1 Revisions to Rules of the Board (ROB) Part 2 Revisions to Manual of Procedures (MOP)
ATTACHMENT A	SCORING SHEET FOR MILTON W. GARLAND AWARD

SECTION A: ABBREVIATIONS AND ACRONYMS

CRC	Chapter Regional Conference
CTTC	Chapter Technology Transfer Committee
BOD	Board of Directors
REF-CPCC	Refrigeration Technology Committee for Comfort – Process – Cold chain
MOP	Manual of Procedures
ROB	Rules of the Board
RVC	Regional Vice-Chair
MORTS	Manager of Research and Technical Services
TC	Technical Committee
TG	Task Group
TRG	Technical Resource Group

SECTION B: OPERATIONS (Chair, Vice Chair, and Staff Liaison)

This section provides details on the responsibilities and duties of the Committee members as presented in the Manual of Procedures, under Section B Part 2 of MOP.

1. Chair Duties & Activities

- Preside over all meetings of the REF-CPCC Committee.
- Coordinate and direct the activities of the Vice Chair and those of the voting members through MBOs and other assignments.
- Organize REF-CPCC subcommittees as necessary to satisfy the needs of the committee as indicated in the REF-CPCC Reference Manual.
- Prepare the agenda for all REF-CPCC Committee meetings with staff support.
- See that minutes are recorded for all REF-CPCC Committee meetings.
- See that the following reports are to be submitted to Technology Council:
 - Management By Objectives (MBOs)
 - The Annual Meeting report shall be a final report of the committee's MBOs for that Society Year. A copy of the MBOs shall also be sent to the Refrigeration BOD Ex-O and to MORTS.
 - The Annual Meeting report shall also include the new MBOs prepared by the incoming chair. These two reports on MBOs will show the council what the committee accomplished during the Society year that is ending and what is planned for the upcoming year.
- Annually submit to the President-Elect of ASHRAE recommendations for a Chair, a Vice Chair, and replacement members for any members who are leaving the committee for any reason.
- Recommend one member of the committee to serve as a consultant of the CTTC committee.

- Appoint liaisons to TCs, TGs, SSPCs and any other refrigeration-related committees.
- Appoint at the final meeting of the Fiscal Year a mentor for each new incoming member of the committee.

2. Vice Chair Duties and Activities

Under Section B Part 3 of MOP, the Vice Chair is responsible for budget preparation and review of expenditures.

- In consultation with the Technology Council, the REF-CPCC Committee, the Director of Technology, and the MORTS, the Vice Chair shall prepare recommended budgets for the operation of the REF-CPCC Committee for the coming fiscal year for consideration by the REF-CPCC Committee and Technology Council. Details can be found in the Technology Council MOP and/or Reference Manual.
- In the absence of the Chair, assume the chair position at scheduled or called meetings of the REF-CPCC Committee.
- In the event the Chair is unable to perform the duties of that office, assume all duties of the Chair until a successor is selected.
- The Vice Chair shall serve as a member of the Operations Subcommittee of Technology Council
- Periodically, the Vice Chair shall review with the MORTS expenditures and budget allocations and shall take any action he/she deems necessary, in cooperation with the Executive Vice President and the Director of Technology, to stay within the established budget.
- Encourage refrigeration technology transfer within the Society by working with the Chapter Technology Transfer Committee (CTTC), Research Administration Committee Research Liaisons, and with the Technical Activities Committee Section Heads, particularly Section 10, to stimulate: (a) programs at Society Meetings, (b) research projects and (c) technical committee membership.
- Be responsible for regular review of the REF-CPCC Committee's Rules of the Board Procedures and make recommendations for revisions.
- Prior to the Society annual meeting, the committee vice chair or the individual who will be the next year's chair will prepare MBOs for the REF-CPCC committee for the next year and present these objectives to the REF-CPCC committee for review at the committee meeting held during the Society annual meeting. The MBOs will be included in the REF-CPCC committee's report to the Technology Council at the annual meeting as an information item, and a copy of the MBOs will be sent to the REF-CPCC BOD Ex-O and MORTS. A suggested format for committee MBOs can be found in the Reference manual.
- Perform other duties, which may be assigned by the Chair

3. Duties of Voting Members per Section C, Part 1 of REF-CPCC MOP
 - Attend all meetings of the committee
 - Perform MBO tasks and other duties as assigned by the Chair.
 - Encourage REF-CPCC Committee formation and activity in each chapter through liaison with CTTC. One member shall also serve as a liaison to the Chapter Technology Transfer Committee.
 - Recommend, via the President-Elect Advisory Committee, criteria for Chapter Refrigeration activities in the Presidential Award of Excellence program.
 - Report regional activities at the Annual and Winter meetings of the REF-CPCC Committee.
 - Assist and advise the TCs, TGs and SSPCs with refrigeration-oriented goals including (a) programs at Society Meetings, (b) research projects and (c) technical committee membership.
 - Voting members may be required to serve as Committee Liaisons. (See Section D)
 - Annually, determine the winners of the REF-CPCC Awards
 - Milton W. Garland award
 - Refrigeration Comfort Cooling award
 - George Briley ASHRAE Journal Article Award

4. Staff Liaison Duties and Activities, per Section B, Part 4 of REF-CPCC MOP
 - Attend all meetings of the committee
 - Perform assignments made by the Chair
 - Prepare draft of minutes, submitting to Chair and Vice Chair for comments.
 - Update Rules of the Board and Manual of Procedures at the direction of the Committee.
 - When appropriate, distribute to Committee members for review and possible update.
 - Distribute materials to the members for regular meetings of the Committee.
 - Assist with budget preparation.
 - Provide support for all awards presented by the Committee.
 - Procures all award materials given by REF-CPCC Committee.
 - Mails award materials to award recipients not present at Society meeting.
 - Reviews ASHRAE Journal articles from previous Society year to identify (consultation with the Chair) qualified refrigeration articles for the George C. Briley Award. Distributes articles to Briley Review Subc. and summarizes review scores.
 - Receives submissions for Milt Garland and Comfort Cooling Awards, distributes submissions to Review Subc. Collect and summarizes review scores from review Subcs.
 - Post materials as directed by the Chair to the Committee's webpage.
 - Maintain and update the TC Activities Report for the webpage
 - Send to new committee members, Rules of the Board, Manual of Procedures, this Reference Manual, and other background material.
 - Provide society liaison reports to REF-CPCC.

4. Staff Liaison Duties and Activities - Continued

Under MOP section B2.1, the Staff Liaison distributes the following materials for the meetings:

- To all members, minutes of the prior meeting, agenda for current meeting, MBO list(s), travel voucher and other pertinent information.
- To new committee members, Rules of the Board, Manual of Procedures, this Reference Manual, and other background material.

Under MOP Section B4.7, the Staff Liaison supports the award processes through the following:

- Procures all award materials given by the REF-CPCC Committee.
- Mails award material to any winners not present at the Society meeting.
- Briley Award:
 - Reviews the ASHRAE Journal for the prior society year to identify (in consultation with the Chair) qualified refrigeration articles for the George Briley Award
 - Distribute articles to Briley Award Subcommittee and collect and summarize ratings from the subcommittee.
- Milt Garland Award and Comfort Cooling Awards
 - Receive submissions and distribute to the Milt Garland and Comfort Cooling Awards Subcommittees.
 - Collect and summarize ratings from Awards Subcommittee.

SECTION C: MANAGEMENT BY OBJECTIVES

C.1 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. See Figure C.1 for suggested format.

C.2 MBO reports shall be provided at the Society Winter and Annual Meetings.

- 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 headquarters staff (Assistant to the BOD).
- A final report of the objectives MBO's will be included in the committee report submitted to the council at the Society annual meeting, and a copy of the objectives MBO's will be sent to headquarters staff (Assistant to the BOD). The report on objectives MBO's will show the council what the committee accomplished during the Society year that is ending
- The objectives MBO's prepared by the committee vice chair for the next year (or by the individual who will be the next year's chair) will also be included in this report. The report on objectives MBO's will show the council what is planned for the upcoming year.

FIGURE C.1
SUGGESTED MBO FORMAT

OBJECTIVES

_____ Committee

Chairman: _____

Society Year: 20____ - 20____

Date: _____

Objective	Planned Completion Date	Fiscal Impact	Responsibility	Program Approved	Cost Budgeted	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 both the completion dates for the overall objective as well as individual sub-tasks.
- State fiscal impact in dollars, man-hours, or man-trips. State whether the program has been approved by the council and whether its cost has been included in the budget.
- State the primary responsible individual, subcommittee, or body.
- Report a brief but complete statement of status. Cite completion date if objective is fulfilled.

SECTION D: COMMITTEE LIAISONS

Part 1 Selection

D1.1 The REF-CPCC Committee shall provide liaisons to represent the REF-CPCC Committee at CTTC, TCs, TGs, SSPCs, committees and other refrigeration related ASHRAE activities such as programs and workshops.

Part 2 Duties

D2.1 The Liaisons will provide a written report to the REF-CPCC Committee on all pertinent refrigeration-related issues and information as related to the other committees. These reports shall be presented at the Annual and Winter meetings. A summary of the activities of each liaison shall be included with the Refrigeration Committee minutes.

D2.2 The members appointed to CTTC will assist chapter and regional activities in the field of refrigeration.

- a. Provide recommendations to the REF-CPCC Committee for PAOE point criteria in refrigeration for the President – Elect Advisory Committee.
- b. Assist all CTTC RVCs with CRC workshop materials and Presentations pertaining to refrigeration.

D2.3 Liaise with other Society Committees and Identify refrigeration related speakers/presenters for their program when requested.

SECTION E – SUBCOMMITTEES

E1.1 Standing Subcommittees of the Refrigeration Committee are organized by the Chair as necessary to satisfy the needs of the committee.

Current REF-CPCC Subcommittees are as follows:

1. Refrigeration Technology Report – Chair/Members
2. Awards – Chair/Members
3. Cold Chain – Chair/Members
4. HVAC – Chair/Members
5. Program – Chair/Members
6. Research – Chair/Members
7. R in ASHRAE – Chair/Members
8. MTG.RAC Representatives from REF-CPCC – Voting Member: Carlos Mitroga & Alternate: Walid Chakroun

E1.2 Ad hoc subcommittees may be appointed by the Chair of the committee with the approval of REF-CPCC Committee.

E1.3 The Chair shall form additional subcommittees as needed to conduct the business of the Refrigeration Committee in a practical and efficient manner. As conditions change, the Chair may dissolve these subcommittees. Both their appointment and dissolution require approval of REF-CPCC Committee.

E1.4 The Chair shall appoint the members and chair of each subcommittee, with the consent of REF-CPCC Committee. The chair of each subcommittee must be a member of REF-CPCC Committee. Chair may appoint additional subcommittee members who are not members of the

REF-CPCC Committee when there is a need for members who have expertise and experience in certain areas that are of immediate importance and not available from the REF-CPCC Committee members.

E1.5 Subcommittee members are appointed for the Society year. If a member's term of service on the committee continues into the next Society year, they may be re-appointed to the same or different subcommittee by the incoming Chair.

E1.6 The subcommittees shall meet at least two (4) times per year via web meetings.

E1.7 The subcommittee Chair shall report subcommittee activities at the appropriate point in the agenda of the REF-CPCC Committee meeting and provide a written report to be included in the report for Tech Council.

SECTION F: MENTORING PROGRAM

During the final meeting of the Fiscal Year, the Committee Chair shall appoint an incumbent to be the mentor for each new member. The mentor will be responsible for the following tasks: Before the next 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. 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 committee 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.

SECTION G: MILTON W. GARLAND COMMEMORATIVE REFRIGERATION & COMFORT – PROCESS - COOLING AWARDS COLD-CHAIN AWARD FOR PROJECT EXCELLENCE

MILTON W. GARLAND COMMEMORATIVE REFRIGERATION COMFORT – PROCESS – COLD-CHAIN AWARD FOR PROJECT EXCELLENCE

Description

The award shall be known as the Milton W. Garland Commemorative Refrigeration Comfort – Process – Cold-Chain Award for Project Excellence. Refrigeration shall be defined as any use of mechanical refrigeration machinery for application other than human comfort. In general, this will be for food processing and preservation as well as industrial applications. It could also apply to refrigeration used in manufacturing processes, life support in extreme environments, recreational facilities, or other non-comfort cooling applications. The award shall be made to both the designer and the owner of a non-comfort cooling refrigeration application that incorporates new technology in a unique manner.

The Comfort portion of the award applies to any commercial or industrial project utilizing refrigeration equipment in a comfort cooling or heating application. Both the designer and the owner of a comfort cooling or heating application that incorporates new technology in a unique manner. The award shall be made to both the designer and the owner of a comfort cooling or heating application which highlights innovation and/or new technologies.

The Process portion of the award shall be defined as any use of mechanical refrigeration machinery for application in industrial facilities such as manufacturing and processing plants as well as mills, forges and refineries. The award also applies to refrigeration used in manufacturing processes, life support in extreme environments, recreational facilities, or other non-comfort cooling applications. The award shall be made to both the designer and the owner of a process cooling application that incorporates new technology in a unique manner.

The Cold-Chain portion of the award shall be defined as a temperature-controlled supply chain. Unlike other goods or merchandise, cold chain goods are perishable and always en route towards end use or destination, even when held temporarily in cold stores and hence commonly referred to as cargo during its entire logistics cycle. The award shall be made to both the designer and the owner of a Cold-Chain cooling application that incorporates new technology in a unique manner.

COMFORT COOLING AWARD FOR PROJECT EXCELLENCE

Description

The award shall be known as the Comfort Cooling Award for Project Excellence and will encourage those studying it to expand their interest in and appreciation for comfort cooling applications. The award applies to any commercial or industrial project utilizing refrigeration equipment in a comfort cooling application. The award shall be made to both the designer and the owner of a comfort cooling application which highlights innovation and/or new technologies.

Award procedures for the Milton W. Garland Commemorative Comfort – Process – Cold-Chain Award for Project Excellence & Comfort cooling Awards

- The winning projects nominee selected by the REF-CPCC Refrigeration Committee nominees shall receive the following:
 - The designer of the winning project shall receive a plaque at a Society Winter Meeting.
 - The project's owner shall receive a plaque to be presented at a refrigeration program meeting of the chapter, if requested.

- Additionally, in the case of submissions by chapters, chapters will receive the following recognitions:
 - The chapter nominating the winning project shall receive a felt patch to go on the chapter award banner. Patch will be presented at the CRC following the Society award presentation.
 - All chapters submitting a nomination shall be awarded ribbons at the following year's CRC.
- Submission Criteria for:
 - ~~Comfort Cooling Award~~
 - Milton W. Garland Commemorative ~~Refrigeration~~ Comfort – Process – Cold-Chain Award for Project Excellence

The awards are open to all who think their projects or other projects with which they are familiar, have achieved some distinction.

- Projects nominations may be prepared by the designers, architects, engineers, owners, or suppliers.
- A member of the project team or the owner must be an ASHRAE member. The nominator must inform and have approval from the owner of the installation that the entry may be published. (The owner's name may be withheld for privacy.) A release to this effect must be obtained from the owner of the project (see Submission Form).
- All projects must be submitted following twelve (12) preceding months and before forty-eight (48) months of the initial operation date of the system.

Submission Format

- The front cover shall be the applicable Award Submission Form.
- The second page shall contain no more than a two-paragraph overview of the project with a brief explanation of the factors supporting the nomination.
- The following pages shall contain a description of the project. The last pages of the submission shall consist of drawings, plans, schematics, or pictures of the project which will give the judges a clear understanding of the merits of the project. This may be the projects construction or as-built documents with added explanation or notes as needed.

Submission Process

- Submissions must be sent to the REF-CPCC Committee Staff Liaison (morts@ashrae.net) by May 1st to be considered for that year's competition. Staff Liaison will submit a copy of the submission to Chapter Technology Transfer Committee (CTTC) Regional Vice-Chair (RVC) for informational purposes as well.

REF-CPCC ~~Refrigeration~~ Awards Subcommittee – Membership and Responsibilities

The Chair of the REF-CPCC Committee shall select at least three members on the Committee to serve on the Awards Subcommittee.

- The Awards Committee shall develop a brief article calling for award nominations to be published in the Jan/Feb ASHRAE Insights. Develop email blast for distribution to chapters (from CTTC as well as from REF-CPCC) coordinated by ASHRAE staff.
- The Awards Subcommittee shall judge the awards submissions using the applicable scoring chart in ATTACHMENT A.
- Scores shall be delivered to the REF-CPCC Committee Staff Liaison no later than 14 days prior to the ~~Refrigeration~~ REF-CPCC Committee's meeting at the Society annual conference.
- Shortly after the winner is notified, the Awards Subcommittee shall convey the documentation accompanying the nominated and the winning projects to the ASHRAE Journal editor for potential publications.

Staff Responsibilities

The REF-CPCC Committee Staff Liaison shall provide support through the following activities:

- Receive submissions and distribute to the Awards Subcommittee
- Collect and summarize ratings for review and voting by the full committee at the Society annual meeting.
- Procure all award and recognition materials as shown above for the awards and mail such materials to all recipients not present at the Society meeting.

AWARD SUBMISSION FORM

Applying for (Check One)

Milton W. Garland Commemorative Comfort – Process - Cold-Chain - Award for Project Excellence

Comfort Cooling or Heating Application **Process Application** **Cold-Chain Application**

1. Name of building or project: _____

Initial Date of Operation: _____

ASHRAE Member Submitting: _____

2. Award Winner (note person listed here will be official winner of award, receive plaque at Plenary session, get travel reimbursement, etc.)

a. Name: Role in project: ASHRAE Membership Number (if applicable): _____

b. Address (including country): _____

c. Office Telephone: _____

d. E-mail address: _____

e. Company: _____

3. Co-Winner (if appropriate only. Note there will be only the one official winner, but more can be recognized if warranted)

a. Name: Role in project: _____

ASHRAE Membership Number (if applicable): _____

b. Address (including country): _____

c. Office Telephone: _____

d. E-mail address: _____

e. Company: (please append additional names if appropriate)

4. ASHRAE Linkage (the prime designer is an ASHRAE member, the installer is a member, the firm is Golden Circle, or the owner, supplier, etc., is a member, etc. Note the person listed here does not receive award unless listed above).

a. Name: ASHRAE Member Linkage: _____

ASHRAE Membership Number: _____

b. Address (including country): _____

c. Office Telephone: _____

d. E-mail address: _____

e. Company: _____

5. Owner's release:

I certify that I am the owner or the authorized representative of this project, and hereby grant permission to ASHRAE to use all the enclosed data and information in the judging and subsequent publicity of this project.

Typed Name:

a. Name: _____

b. Title: _____

c. Signature: _____

(Signatures must be on form submitted to ASHRAE)

Date: _____

d. Company: _____

e. Address (including country): _____

f. Office Telephone: _____

g. E-mail address: _____

SEE ATTACHMENT A for Milton W. Garland Commemorative Comfort – Process - Cold-Chain - Award for Project Excellence score sheet.

SECTION H: GEORGE C. BRILEY ASHRAE JOURNAL ARTICLE AWARD

1. PURPOSE.

The purpose of the George C. Briley ASHRAE Journal Article Award is to recognize annually an individual for his/her excellence in contribution to the ASHRAE Journal with an article(s) related to refrigeration. The award will serve to heighten general membership awareness of, and interest in, Journal articles related to refrigeration.

Fellow/Life Member ASHRAE member George C. Briley, P.E. is an exceptional ASHRAE member. He has made significant contributions to the ASHRAE Journal. Mr. Briley has published nearly thirty articles related to refrigeration applications in the ASHRAE Journal, including a stretch of two years with an article on various refrigeration applications each month.

2. AWARD PRESENTATION.

The George C. Briley ASHRAE Journal Article Award shall be presented annually but may be omitted if a suitable candidate is not identified. During the ASHRAE Winter Meeting, the George C. Briley ASHRAE Journal Award is presented at the REF-CPCC Committee meeting. A plaque with the recipient's name, year, and article title will be presented to the lead author. Certificates will be presented to co-authors.

An announcement about the award recipients shall be prepared and submitted to ASHRAE Insights by the Briley Award Subcommittee.

3. ELIGIBILITY.

The award is open to ASHRAE members who have published at least one refrigeration related article in the ASHRAE Journal over the past Society Year. Current REF members are not eligible for receipt of the George C. Briley ASHRAE Journal Article Award.

Topics appropriate for the George C. Briley ASHRAE Journal Article Award include refrigerants, refrigeration system chemistry (e.g. lubricants, contaminants, etc.), project-specific engineered refrigeration systems (including comfort cooling systems), and refrigeration applications (excluding comfort cooling).

4. JUDGING.

After June, ASHRAE Staff will review the previous Society Year's ASHRAE Journal and compile a list of eligible articles. These will be sent to the REF-CPCC chair to identify eligible articles for REF's consideration.

The chair will appoint a subcommittee of REF-CPCC to judge the articles after the ASHRAE Annual Meeting. The rating form shown below shall be used for judging the articles with the highest average score winning the award.

SCORING SHEET FOR GEORGE C. BRILEY JOURNAL ARTICLE AWARD

George C. Briley Journal Article Award				
Rating Articles: Please rate the issue's articles using the following scale: 5 = excellent, 4 = very good, 3 = good, 2 = adequate, 1 = poor				
Provide comments for each article as appropriate				
<u>Title</u>	<u>Technical Content</u>	<u>Quality of Presentation</u>	<u>Usefulness of Information</u>	<u>Average Score</u>
Vol. x No. a - Article 1				
	General Comments:			
Vol. x No. b - Article 2				
	General Comments:			
Vol. x No. c - Article 3				
	General Comments:			
Vol. x No. d - Article 4				
	General Comments:			

SECTION I – REVISIONS TO RULES AND PROCEDURES

(This Section is for Informational Purposes Only)

Part 1: Revisions to Rules of the Board

H1.1 Proposed changes (additions and deletions) to Rules of the Board (ROBs) shall be submitted by committees, councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors.

H1.2 To propose a change to an existing ROB

Present the current ROB with changes marked by double underlining to designate words proposed to be added and strikethrough to designate words proposed to be deleted. A proposed change, as a minimum, shall include the complete ROB number (e.g., 2.106.001.2), the proposed change(s) marked as indicated above, and the reason(s) for the change(s).

H1.3 To propose a new ROB, present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization.

Examples:

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

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

H1.4 To propose rescinding an existing ROB, include in the recommendation the ROB volume in which the rule is located, the rule number or other identification code, and the wording of the rule to be rescinded.

H1.5 Proposed changes to Society-wide policies and procedures (e.g., Travel Reimbursement Policy, Election and Appointment Procedures) shall follow the same procedure as for changes to ROBs.

Part 2 Revisions to Manuals of Procedures (MOP)

H2.1 Revisions to this MOP must be approved by this committee and by Technology Council or designated council subcommittee.

