

MANUAL OF PROCEDURES

FOR

REFRIGERATION TECHNOLOGY

COMMITTEE

FOR

COMFORT PROCESS AND COLD

CHAIN

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FOR
REFRIGERATION TECHNOLOGY COMMITTEE
FOR
COMFORT PROCESS AND COLD CHAIN**

FOREWORD

The Refrigeration Technology Committee for Comfort Process and Cold Chain (REF-CPCC) is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Technology Council. The Rules of the Board (ROB) for the Refrigeration Technology Committee for Comfort Process and Cold Chain (REF-CPCC) is its constitution. Proposed changes to the ROB and its appendices must be approved by the Board of Directors.

This Manual of Procedures (MOP) describes mandatory operational rules and interpretations of policy that the REF-CPCC body must operate under to achieve their assigned responsibilities. It is designed to complement the ROB by providing methods and procedures under which to operate. The MOP, and revisions thereto, following approval by the Committee, shall be submitted to Technology Council or designated council subcommittee for approval. (ROB 96-02-18-07)

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SECTION A - REFRIGERATION COMMITTEE - GENERAL

Part 1 Responsibilities/Duties

The REF-CPCC Committee shall encourage the broad advancement of refrigeration technology and its application. (2.420.001)

- A1.1 Committee shall promote refrigeration education and development at the chapter, regional and international levels of the Society.
- A1.2 The Committee shall recommend projects and programs related to refrigeration to Technology Council.
- A1.3 The Committee shall maintain liaison with ASHRAE Chapters and other general committees within ASHRAE regarding refrigeration subjects.
- A1.4 The Committee shall assist and advise the TCs and TGs with refrigeration-oriented goals.
- A1.5 The Committee shall maintain contact and encourage technology transfer with other refrigeration-oriented international and technical societies.
- A1.6 The Committee shall assist CTTC, as appropriate, with refrigeration-oriented activities.

Part 2 Membership

- A2.1 Refer to ROB Section 2.420.002 for information on the composition and requirements for membership on this committee.

Part 3 Meetings

- A3.1 The Committee shall have two (2)-scheduled meetings annually at the Society Winter and Annual meetings. Additional electronic meetings may be held at the call of the Chair.

Part 4 Operations

- A4.1 Specifics of Committee operations are detailed in the Reference Manual.

SECTION B - CHAIR, VICE CHAIR AND STAFF LIAISON

Part 1 Selection

B1.1 The Chair and Vice Chair of REF-CPCC are nominated by the President-elect of the Society from the current membership of REF-CPCC and approved by the Board of Directors to serve a one-year term commencing at the close of the next annual meeting of the Society.

Part 2 Responsibilities of the Chair, Vice Chair & Staff Liaison

B2.1 Refer to REF-CPCC Reference Manual Section B. OPERATIONS for a list of duties and responsibilities for the Chair, Vice Chair and Staff Liaison.

SECTION C - DUTIES OF VOTING MEMBERS

Part 1 Responsibilities

- C1.1 Attend all meetings of the REF-CPCC Committee.
- C1.2 Perform MBO tasks and other duties as assigned by the Chair.
- C1.3 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 (CTTC).
- C1.4 Recommend, via the President-Elect Advisory Committee, criteria for Chapter Refrigeration activities in the Presidential Award of Excellence program.
- C1.5 Report regional activities at the Annual and Winter meetings of the REF-CPCC Committee.
- C1.6 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.
- C1.7 Voting members may be required to serve as Committee Liaisons. (See Section D)
- C1.8 Annually, determine the winners of the REF-CPCC Awards
 - o Milton W. Garland Commemorative Refrigeration Award for Project Excellence
- C1.9 Sponsor or co-sponsor programs at Society meetings on refrigeration to educate ASHRAE members as specified in A1.1.

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 REF-CPCC Committee minutes.
- D2.2 The members appointed to CTTC will assist with 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 (see A1.3) and identify refrigeration related speakers/presenters for their programs when requested.

SECTION E – SUBCOMMITTEES

- E1.1 Standing Subcommittees of the REF-CPCC Committee are organized by the Chair as necessary to satisfy the needs of the committee.
- 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 chairs of each subcommittee, with the consent of REF-CPCC Committee. The chair of each subcommittee must be a member of REF-CPCC Committee. The 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 Subcommittees shall meet in person or via web meetings, typically four (4) times per year in advance of REF-CPCC meetings, or as needed to complete committee work. Subcommittee chairs shall report on subcommittee activities at REF-CPCC Committee meetings and provide a written report to be included in the report for Tech Council at the Winter and Annual meetings.

SECTION F – NON-VOTING MEMBERS

Part 1 Selection

- F1.1 Non-Voting Members from liaison associations are assigned by the Society President, for a term of one year. The Chair may provide recommendations annually by March 1.
- F1.2 Chairs of ASHRAE committees may be assigned as Non-Voting Members of the Committee as appropriate. This may be initiated by the REF-CPCC Chair or the ASHRAE committee chair and shall be determined based on reciprocal interest. The assignment will be reviewed annually by the incoming Chair.

Part 2 Duties

- F2.1 Non-Voting Members shall attend meetings of the REF-CPCC Committee and subcommittees to which they are assigned.
- F2.2 Non-Voting Members shall participate in all Committee communications, including distribution of meeting minutes and Basecamp access, and be included in the roster.