



Shaping Tomorrow's
Built Environment Today

MINUTES

SOCIETY RULES COMMITTEE MEETING

**Monday, August 31, 2020
2:00PM – 3:00PM**

Note: These minutes are the official record of minutes voted on and approved by SRC at the December 7, 2020 meeting.

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 Society Rules Committee Meeting
 August 31, 2020

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PRINCIPAL MOTIONS
 Society Rules Committee Meeting
 August 31, 2020

No. – Pg.	Motion
1-1	That the Society Rules Committee minutes from the June 24, 2020 meeting as presented be approved
2-2	That the AASA MOP as presented be approved (ATTACHMENT A)
3-3	That the BEQ MOP as presented be approved (ATTACHMENT B)
4-3	<p>That ROB Section 2.432.002.1 BEQ Committee Qualifications be revised as below</p> <p style="margin-left: 40px;">2.432.002.1 Composition The members of this committee shall be as follows:</p> <p style="margin-left: 40px;">A. Eight (8) voting members, including a chair and a vice chair</p> <p style="margin-left: 40px;">B. Non-voting members include the coordinating officer and consultants as required. (18-03-02-02)</p> <p style="margin-left: 40px;">2.432.002.2 Qualifications (18-03-02-02)</p> <p style="margin-left: 40px;">A. Either the chair or vice chair shall be current or past members of the Board of Directors.</p> <p style="margin-left: 40px;">B. Voting Members should be considered for their broad business and marketing experience as well as required technical expertise to guide the development and support of the enterprise. Familiarity with the BEAP and BEMP certifications is also encouraged.</p> <p style="margin-left: 40px;">C. Consultants should be included for specific technical expertise, as needed, as well as <u>their representation of building owner and/or government agencies.</u></p>
5-4	<p>That ROB Section 3.810 regarding the ASHRAE Associate Society Alliance (AASA) as presented be removed as a result of the now present AASA MOP</p> <p style="text-align: center;">3.810—OPERATIONAL GUIDELINES FOR ASHRAE ASSOCIATE SOCIETY ALLIANCE (AASA)</p> <p style="margin-left: 40px;">1. NAME</p> <p style="margin-left: 40px;">ASHRAE Associate Society Alliance. (97-06-29-22)</p> <p style="margin-left: 40px;">2. ESTABLISHMENT</p> <p style="margin-left: 40px;">The ASHRAE Associate Society Alliance (hereinafter referred to as the Alliance) is an assembly of representatives of Associate Societies of ASHRAE and ASHRAE.</p> <p style="margin-left: 40px;">3. SCOPE AND PURPOSE</p> <p style="margin-left: 40px;">This Alliance shall advise the Executive Committee on possible cooperative efforts with one or more Associate Societies to advance the arts and sciences of HVAC&R. Examples of cooperative activities may include joint sponsorship of conferences (see “Rules of the Board, Book 2, Conferences” for co-sponsorship criteria), jointly funded research and educational programs. In addition, the Alliance shall serve as a source for possible cooperative activities between organizations represented in the Alliance.</p> <p style="margin-left: 40px;">4. RESPONSIBILITIES/DUTIES</p>

~~4.1 The Alliance vice chair shall submit to the Executive Committee, prior to meetings of the Society, reports of its activities, and shall submit progress reports at other times at the request of the President. (99-01-24-25/02-06-23-08)~~

~~4.2 Duties of the Alliance include:~~

~~(a) Recommending sites and subjects for possible jointly sponsored conferences and educational programs and the promotion of such programs. Costs associated with these activities may be the total responsibility of the host associate society(s). Any cost absorbed by ASHRAE will be at the discretion of the ASHRAE Board of Directors upon recommendation of the Executive Committee.~~

~~(b) Promoting joint research projects between their country/region's universities and other research facilities and ASHRAE in accordance with policies and procedures developed and approved by ASHRAE.~~

~~5. MEMBERSHIP~~

~~5.1 Composition~~

~~5.1.1 The Alliance shall consist of one representative from each of the ASHRAE Associate Societies. Representatives will be selected by their respective societies.~~

~~(99-01-24-25)~~

~~5.1.2 The coordinating officer of the alliance shall be the ASHRAE President.~~

~~5.1.3 The ASHRAE President may appoint any person or persons to serve in a consulting capacity to the Alliance.
(SBL 7.2)~~

~~5.2 Qualifications (Waiver SY '18-'19 18-06-27-03/97-06-29-24)~~

~~5.2.1 The chair of the Alliance shall have been a member of the ASHRAE Board of Directors with international experience and be appointed by the ASHRAE Society President.
(02-06-23-08)~~

~~5.2.2 The vice chair of the Alliance shall be appointed by the president~~

~~5.2.3 The AASA member shall be an ASHRAE member. (02-06-23-08)~~

~~5.3 Term of Service~~

~~5.3.1 The chair will serve for three years. (99-01-24-25/02-06-23-08)~~

~~5.3.2 The vice chair will serve for one year. (02-06-23-08)~~

	<p>5.3.3 Leadership of the Alliance shall change from the old to the new when the new Board convenes for the first time.</p> <p>6. MEETINGS</p> <p>6.1 Number and Time</p> <p>The Alliance may annually meet in conjunction with the ASHRAE Winter Meeting or other venue as is advantageous to both the Associate Societies and ASHRAE. (01-01-31-23)</p> <p>6.2 ASHRAE will not reimburse any members of the Alliance other than the chair and vice chair and consultants appointed by the president for expenses incurred to participate in the activities of the Alliance.</p> <p>7. CONDUCT OF MEETINGS</p> <p>7.1 Rules of Order</p> <p>The conduct of meetings of the Alliance shall be governed by the current edition of Robert's Rules of Order Newly Revised.</p> <p>7.2 Voting</p> <p>The Alliance may vote on issues needing an indication of consensus. Each representative and the chair and vice chair will be the voting members of the Alliance. (99-01-24-25)</p> <p>7.3 Executive Session</p> <p>The Alliance will not hold executive sessions.</p>
6-6	<p>That ROB Section 2.416.002.1 PLC Composition and Section 2.416.003.1 regrading PLC General requirements be revised as follows</p> <p style="text-align: center;">2.416 PLANNING COMMITTEE</p> <p>2.416.01 SCOPE AND PURPOSE (09-06-21-12C) This committee shall perform ASHRAE's long range and strategic plan activities on a continuing basis.</p> <p>2.416.02 MEMBERSHIP</p> <p><u>2.416.002.1 Composition</u> (02-01-13-19/04-06-27-08/05-06-26-16/09-06-21-13/12-06-24-12) The members of this committee are as follows:</p> <p>A. Between nine (9) and twelve (12) voting members, including a chair and vice chair.</p> <p style="padding-left: 40px;">a. <u>During the three-year strategic planning cycle, two-years for strategic plan development and one year following the launching the strategic plan, it is recommended that the membership of Planning be at the maximum allowed.</u></p>

b. During the two-year “gap” of a five-year strategic plan duration, it is recommended that the membership of Planning be at the minimum allowed.

- B. In addition to the chair and vice chair, voting members shall include
1. one Director-at-Large,
 2. one Director and Regional Chair,
 3. one member who is serving on the YEA Committee at the time of appointment, and
 4. two members in good standing who have not served on the Board of Directors,
 5. up to five (5) additional members of the Society who are serving or have served as Board members
- C. Non-voting members include the Executive Vice President and one Staff Director.

2.416.002.2 Qualifications

- A. All voting members except the member who represents YEA must hold the grade of Member or higher in the Society.
- B. All councils should be represented on the voting membership of the committee.

2.416.002.3 Term of Service (85-06-26-11/86-06-25-09/94-06-26-04)

- A. The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.
- B. The term of service of the Vice President shall be limited by his or her term in office.

2.416.003 OPERATION

2.416.003.1 General Requirements (09-06-21-12C)

- A. The purpose of this committee is to assist the Board of Directors and the organization to think strategically in planning for the future. These activities include determining methods for soliciting creative ideas from the membership, assessing capabilities, making strategic assessments, formulating strategies and recommending new initiatives to the Board of Directors to adopt as strategic goals on an ongoing basis.
- B. This committee shall monitor, on a continuing basis, councils' and committees' progress in achieving the Strategic Plan goals. The committee shall provide a report of findings and recommendations at the Winter Meeting of the Society.

1. The chair of Planning shall appoint an Implementation Subcommittee to assist and guide the Councils in implementing the Strategic Plan

2. The chair of Planning shall appoint a Monitoring Subcommittee to monitor and oversee the Council's work

- C. This committee shall, on a continuing basis, review all facets of Society operation and make recommendations for changes and revisions.

2.416.003.2 Meetings

This committee shall meet two times per year:

- A. This committee shall meet at the Winter and Annual Meeting.
- B. Up to 2 additional committee meetings may be held at the discretion of the Planning Committee Chair.

(17-01-29-11)

<p>7-8</p>	<p>That the MOP of Officers and Directors be revised as follows to reflect the current number of Vice Chairs for each Regional Committee represented at the CRC</p> <p style="text-align: center;">SECTION 5 REGIONAL MEETINGS AND CONFERENCES</p> <p>5.1 DEFINITIONS</p> <p>5.1.1 Regional Meetings: The term Chapters Regional Committee (CRC) designates a business meeting of the delegates of the chapters in a region. Workshop-type discussion may be included.</p> <p>5.1.2 Regional Conference: A Chapters Regional Conference includes both a CRC meeting and a minimum period of three hours set aside for technical sessions and field trips plus four (4) workshops of four hours' duration each, led by the five <u>six</u> Regional Vice Chairs. (Chapter Technology Transfer, Grassroots Government Advocacy <u>Affairs</u>, Membership Promotion, Research Promotion, Student Activities, <u>Young Engineers in ASHRAE</u>)</p> <p>5.2 REFERENCE</p> <p>5.2.1 Both regional meetings and regional conferences are described in the Manual for Conducting Chapters Regional Conference (CRC Manual).</p> <p>5.2.2 Each DRC should become familiar with this Manual to determine the DRC's responsibilities for these activities.</p>
<p>8-9</p>	<p>That ROB Section 2.303.001.1 regarding Tech Council membership be approved provided that the following additional changes be made (Noted in blue)</p> <p style="text-align: center;">2.303 TECHNOLOGY COUNCIL</p> <p>2.303.001 MEMBERSHIP</p> <p>2.303.001.1 The members of this council are as follows:</p> <p>A. Chair: A Vice President of the Society B. Vice Chair: A Vice President of the Society C. Voting Members: Chair, Vice Chair, three (3) Directors-at-Large, plus the following positions elected by the Board of Directors:</p> <ol style="list-style-type: none"> 1. One (1) past voting member each from Research Administration, Standards, Technical Activities and the Board of Directors (past DRC) 2. Three (3) at-large members <p>D. Non-Voting Members: Chair of each committee reporting to this council, plus the vice chair of <u>Environmental Health Committee</u>; Research Administration; <u>Refrigeration Technology Committee for Comfort, Process, and Cold Chain</u>; <u>Residential Buildings Committee</u>; Standards; and Technical Activities Committees. (11-02-02-12)</p>
<p>9-10</p>	<p>That the vice president position changes from a one year term to a two year term</p>

ACTION ITEMS
 Society Rules Committee Meeting
 August 31, 2020

No. – Pg.	Responsibility	Summary
1-1	Mr. Fulk	Follow-up with Committees that provided changes from the ROB Review Questionnaire and make other assignments as necessary (Carryover from June 24, 2020)
2-1	Full Committee	Review and determine any areas of duplication in the Rules of the Board regarding where RVCs, Officers, and Directors reside for possible removal by the 2021 Winter Meeting (Carryover from June 4, 2020)
3-3	Staff	Make the minor editorial changes as noted to the BEQ MOP .
4-10	Staff/ Mr. Fulk	Provide feedback to the commenter that an amendment is not needed in relation to Bylaw Section 3.3 Voting.
5-11	Mr. Bilderbeck/ Mr. Cooper	Determine specifics that should be included in a MOP template to be used by ASHRAE Groups/ Committees.
6-11	Mr. Fulk	Forward Mr. Coopers comments regarding all 4 ROB Volumes to the Committee so that they may be taken into consideration when completing MBO#4.

MINUTES

Society Rules Committee Meeting

May 26, 2020

2:00 pm- 3:00 pm

MEMBERS PRESENT:

Ken Fulk
Dunstan Macauley
Doug Fick
Bert Phillips
Ken Cooper
Mike Bilderbeck
Don Brandt

STAFF PRESENT:

Chandrias Jacobs, Coordinator of Board Services

CALL TO ORDER

Mr. Fulk called the meeting to order on Monday, August 31, 2020 at 2:00PM. Members and staff were in attendance as listed above. A quorum was present.

CODE OF ETHICS

Mr. Fulk read the ASHRAE Code of Ethics commitment. He encouraged all present to read and become familiar with the code.

REVIEW OF AGENDA

Two items were added to new business: *MOP Standardization and 2020-21 SRC MBO Review.*

APPROVAL OF MINUTES

It was moved and seconded that,

(1) The Society Rules Committee minutes from the June 24, 2020 meeting as presented be approved

MOTION 1 PASSED (5:0:0 CNV)

ACTION ITEMS REVIEW

Action items 1-3, 5, 7, and 8 were reported as complete. Action Items 4 and 6 were reported as ongoing.

MOP FOR REVIEW/APPROVAL

AASA MOP

The AASA MOP was reviewed for approval as it was newly created.

There was consensus that the formatting of the MOP was different than other formats that have been viewed previously by SRC.

It was noted that in section 3.2 of the MOP, the following should be corrected as presented below

This Alliance shall advise the Executive Committee, ~~by~~ by means of reports at both the Annual and Winter meeting of ASHRAE, on possible cooperative efforts with one or more Associate Societies to advance the arts and sciences of HVAC&R.

As the MOP was newly created, a more extensive review to address editorial changes will need to be conducted at a later date.

References of AASA ExCom will need to be consistent; specifically, in sections 1.2, 3.2, and 5.2.4 as Committee leadership is referred to as the Alliance Leadership Council.

Section 8 of the AASA MOP was also reviewed as it references the conduct of meetings being governed by Roberts Rules of Order. As it is in the ROB that all meetings should be conducted by Roberts Rules of Order, is it necessary to list this in the AASA MOP? All standing committees and councils are not required to list the governance of their meetings in their MOPs.

There was consensus that as AASA is an entity of ASHRAE and not a standing committee or Council, it should remain in the MOP.

It was moved and seconded that,

(2) The AASA MOP as presented be approved (ATTACHMENT A)

MOTION 2 PASSED (5:0:0 CNV)

BEQ Committee MOP

The newly created BEQ Committee MOP was reviewed for approval.

The BEQ MOP lists the makeup of the Committee within the introduction. It is not necessary to repeat elements of the ROB such as Committee makeup in a MOP, however, there is no harm in having it reiterated.

The last sentence of the introduction of the BEQ MOP appeared to be oddly placed as it describes the purpose of the MOP. This may have come from a MOP template that has been used by Committees in the past as it reads as an instruction to the MOP creator.

All references of the ASHRAE meetings should be listed as Winter and Annual throughout the MOP.

The requirement of Board member involvement within the Committee as listed in the MOP was discussed.

Mr. Bilderbeck raised the point that Section B1.1 and Section D2.1 regarding membership requirements is inconsistent. Section B1.1 states that either the Chair or Vice Chair shall be past or current members of the Board while section D2.1 makes no reference of voting members being past or current board members. Maybe the BEQ ROB may have to be updated to reflect that past or current Board members are needed as voting members. If an editorial change has been made to keep references of the ASHRAE meetings consistent, the same should be made for Committee membership.

SRC's ROB was viewed as a comparison. SRC's ROB notes as a membership requirement that current or past Board members shall be voting members so that the succession of Chair and vice Chair aligns with the ROB.

It was noted that as listed in the SRC ROB, new members *should* be incoming officers or directors, with *should* meaning desirable and not a requirement. The same applies to the BEQ references to Committee membership.

Lack of references to the strategic plan in the BEQ MOP were also discussed.

It was noted that some Committees in the ROB have references to the strategic plan and others make no reference of strategic plan involvement. Several Committees also make no reference to a mentoring program which should be included in their MOP, as instructed by the ROB.

The BEQ MOP should include the requirement of mentoring new members as outlined in the ROB.

As there are a number of changes, should the MOP be approved at a later date? It was noted that the committee would not have a MOP until one is approved.

There was consensus that the mentoring program and strategic plan involvement shall be submitted in future updates to the BEQ section of the MOP.

Mr. Fulk stated that SRCs ongoing work involves outlining MOP standardization and guidance for creating new MOPs. It may be more helpful to provide detailed feedback to the BEQ Committee regarding changes once this guidance is available.

Mr. Cooper moved and Mr. Fick seconded that,

(3) The BEQ MOP as presented be approved (ATTACHMENT B)

MOTION 3 PASSED (5:0:0 CNV)

ACTION ITEM - Staff will make the minor editorial changes as noted to the BEQ MOP.

AI - 3

REQUESTS FOR REVIEW/APPROVAL

BEQ Committee Qualifications – Rob Section 2.432.002.1

ROB Section 2.432.002.1 regarding BEQ Committee Qualifications was reviewed as it appeared text was inadvertently missing in 2.432.002.1 C due to a previously approved change.

Mr. Fick moved and Mr. Phillips seconded that,

(4) ROB Section 2.432.002.1 BEQ Committee Qualifications be revised as below

2.432.002.1 Composition

The members of this committee shall be as follows:

- A. Eight (8) voting members, including a chair and a vice chair
 - B. Non-voting members include the coordinating officer and consultants as required. (18-03-02-02)
- 2.432.002.2 Qualifications (18-03-02-02)
- A. Either the chair or vice chair shall be current or past members of the Board of Directors.
 - B. Voting Members should be considered for their broad business and marketing experience as well as required technical expertise to guide the development and support of the enterprise. Familiarity with the BEAP and BEMP certifications is also encouraged.
 - C. Consultants should be included for specific technical expertise, as needed, as well as their

representation of building owner and/or government agencies.

MOTION 4 PASSED (5:0:0 CNV)

REMOVAL OF AASA ROB SECTION 3.810

Mr. Fick moved and Mr. Macauley seconded that,

(5) ROB Section 3.810 regarding the ASHRAE Associate Society Alliance (AASA) as presented be removed as a result of the now present AASA MOP

~~3.810—OPERATIONAL GUIDELINES FOR ASHRAE ASSOCIATE SOCIETY ALLIANCE (AASA)~~

~~1. NAME~~

~~ASHRAE Associate Society Alliance. (97-06-29-22)~~

~~2. ESTABLISHMENT~~

~~The ASHRAE Associate Society Alliance (hereinafter referred to as the Alliance) is an assembly of representatives of Associate Societies of ASHRAE and ASHRAE.~~

~~3. SCOPE AND PURPOSE~~

~~This Alliance shall advise the Executive Committee on possible cooperative efforts with one or more Associate Societies to advance the arts and sciences of HVAC&R. Examples of cooperative activities may include joint sponsorship of conferences (see “Rules of the Board, Book 2, Conferences” for co-sponsorship criteria), jointly funded research and educational programs. In addition, the Alliance shall serve as a source for possible cooperative activities between organizations represented in the Alliance.~~

~~4. RESPONSIBILITIES/DUTIES~~

~~4.1 The Alliance vice chair shall submit to the Executive Committee, prior to meetings of the Society, reports of its activities, and shall submit progress reports at other times at the request of the President. (99-01-24-25/02-06-23-08)~~

~~4.2 Duties of the Alliance include:~~

~~(a) Recommending sites and subjects for possible jointly sponsored conferences and educational programs and the promotion of such programs. Costs associated with these activities may be the total responsibility of the host associate society(s). Any cost absorbed by ASHRAE will be at the discretion of the ASHRAE Board of Directors upon recommendation of the Executive Committee.~~

~~(b) Promoting joint research projects between their country/region's universities and other research facilities and ASHRAE in accordance with policies and procedures developed and approved by ASHRAE.~~

~~5. MEMBERSHIP~~

~~5.1 Composition~~

~~5.1.1 The Alliance shall consist of one representative from each of the ASHRAE Associate Societies. Representatives will be selected by their respective societies.~~

~~(99-01-24-25)~~

~~5.1.2 The coordinating officer of the alliance shall be the ASHRAE President.~~

~~5.1.3 The ASHRAE President may appoint any person or persons to serve in a consulting capacity to the Alliance.~~

~~(SBL-7.2)~~

~~5.2 Qualifications~~

~~(Waiver SY '18-'19 18-06-27-03/97-~~

~~06-29-24)~~

~~5.2.1 The chair of the Alliance shall have been a member of the ASHRAE Board of Directors with international experience and be appointed by the ASHRAE Society President.~~

~~(02-~~

~~06-23-08)~~

~~5.2.2 The vice chair of the Alliance shall be appointed by the president~~

~~5.2.3 The AASA member shall be an ASHRAE member. (02-06-23-08)~~

~~5.3 Term of Service~~

~~5.3.1 The chair will serve for three years. (99-01-24-25/02-~~

~~06-23-08)~~

~~5.3.2 The vice chair will serve for one year. (02-06-~~

~~23-08)~~

~~5.3.3 Leadership of the Alliance shall change from the old to the new when the new Board convenes for the first time.~~

~~6. MEETINGS~~

~~6.1 Number and Time~~

~~The Alliance may annually meet in conjunction with the ASHRAE Winter Meeting or other venue as is advantageous to both the Associate Societies and ASHRAE. (01-01-31-23)~~

~~6.2 ASHRAE will not reimburse any members of the Alliance other than the chair and vice chair and consultants appointed by the president for expenses incurred to participate in the activities of the Alliance.~~

~~7. CONDUCT OF MEETINGS~~~~7.1 Rules of Order~~~~The conduct of meetings of the Alliance shall be governed by the current edition of Robert's Rules of Order Newly Revised.~~~~7.2 Voting~~~~The Alliance may vote on issues needing an indication of consensus. Each representative and the chair and vice chair will be the voting members of the Alliance. (99-01-24-25)~~~~7.3 Executive Session~~~~The Alliance will not hold executive sessions.~~**MOTION 5 PASSED** (5:0:0 CNV)**PLC ROB Changes (BOD Approved)**

Recent BOD approved changes to the PLC Composition and General Requirements as listed in ROB section 2.416 were reviewed.

There was discussion regarding if the changes made to the PLC ROB needed to be in the MOP.

Mr. Macauley noted that PLC was adamant about the changes as they would help reduce the size of the Committee after the strategic planning cycle.

Background was provided that the changes as presented were made to streamline the activities of the Committee when the strategic plan is not being implemented. Changes were also made as a guide to the President-Elect who makes appointments for the upcoming Society Year as the ROB is used during the appointments process.

Mr. Fick moved and Mr. Macauley seconded that,

(6) ROB Section 2.416.002.1 PLC Composition and Section 2.416.003.1 regarding PLC General requirements be revised as follows

2.416 PLANNING COMMITTEE**2.416.03 SCOPE AND PURPOSE** (09-06-21-12C)

This committee shall perform ASHRAE's long range and strategic plan activities on a continuing basis.

2.416.04 MEMBERSHIP**2.416.002.1 Composition** (02-01-13-19/04-06-27-08/05-06-26-16/09-06-21-13/12-06-24-12)

The members of this committee are as follows:

- B. Between nine (9) and twelve (12) voting members, including a chair and vice chair.
 - a. During the three-year strategic planning cycle, two-years for strategic plan development and one year following the launching the strategic plan, it is recommended that the membership of Planning be at the maximum allowed.

b. During the two-year “gap” of a five-year strategic plan duration, it is recommended that the membership of Planning be at the minimum allowed.

- D. In addition to the chair and vice chair, voting members shall include
1. one Director-at-Large,
 2. one Director and Regional Chair,
 3. one member who is serving on the YEA Committee at the time of appointment, and
 4. two members in good standing who have not served on the Board of Directors,
 5. up to five (5) additional members of the Society who are serving or have served as Board members
- E. Non-voting members include the Executive Vice President and one Staff Director.

2.416.002.2 Qualifications

- C. All voting members except the member who represents YEA must hold the grade of Member or higher in the Society.
- D. All councils should be represented on the voting membership of the committee.

2.416.002.3 Term of Service (85-06-26-11/86-06-25-09/94-06-26-04)

- C. The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.
- D. The term of service of the Vice President shall be limited by his or her term in office.

2.416.003 OPERATION

2.416.003.1 General Requirements (09-06-21-12C)

- C. The purpose of this committee is to assist the Board of Directors and the organization to think strategically in planning for the future. These activities include determining methods for soliciting creative ideas from the membership, assessing capabilities, making strategic assessments, formulating strategies and recommending new initiatives to the Board of Directors to adopt as strategic goals on an ongoing basis.
- D. This committee shall monitor, on a continuing basis, councils' and committees' progress in achieving the Strategic Plan goals. The committee shall provide a report of findings and recommendations at the Winter Meeting of the Society.

1. The chair of Planning shall appoint an Implementation Subcommittee to assist and guide the Councils in implementing the Strategic Plan

2. The chair of Planning shall appoint a Monitoring Subcommittee to monitor and oversee the Council's work

- C. This committee shall, on a continuing basis, review all facets of Society operation and make recommendations for changes and revisions.

2.416.003.2 Meetings

This committee shall meet two times per year:

- C. This committee shall meet at the Winter and Annual Meeting.
- D. Up to 2 additional committee meetings may be held at the discretion of the Planning Committee Chair.

(17-01-29-11)

MOTION 6 PASSED (5:0:0 CNV)

It was noted that there are times when items are presented to the Committee after being approved by the BOD. Mr. Fulk noted that when the BOD has already voted, SRCs task is to determine if the already BOD approved motion is in conflict with the rules.

Mr. Bilderbeck inquired about PLC ROB Section 2.416.003.2 Meetings as it states that the Planning Committee may meet up to two additional times a year at the discretion of the Chair.

Mr. Macauley and Mr. Fick stated that this typically only happens when the formation of the strategic plan is underway. PLC is allowed to meet up to 4 times during the Society year as noted in the ROB.

MOP of Officers and Directors – ROB Section 5.1.2

Mr. Phillips moved and Mr. Fick seconded that,

(7) The MOP of Officers and Directors be revised as follows to reflect the current number of Vice Chairs for each Regional Committee represented at the CRC

SECTION 5 REGIONAL MEETINGS AND CONFERENCES

5.1 DEFINITIONS

5.1.1 Regional Meetings: The term Chapters Regional Committee (CRC) designates a business meeting of the delegates of the chapters in a region. Workshop-type discussion may be included.

5.1.2 Regional Conference: A Chapters Regional Conference includes both a CRC meeting and a minimum period of three hours set aside for technical sessions and field trips plus four (4) workshops of four hours' duration each, led by the ~~five~~ six Regional Vice Chairs. (Chapter Technology Transfer, ~~Grassroots~~ Government ~~Advocacy Affairs~~, Membership Promotion, Research Promotion, Student Activities, Young Engineers in ASHRAE)

5.2 REFERENCE

5.2.1 Both regional meetings and regional conferences are described in the Manual for Conducting Chapters Regional Conference (CRC Manual).

5.2.2 Each DRC should become familiar with this Manual to determine the DRC's responsibilities for these activities.

MOTION 7 PASSED (5:0:0 CNV)**Tech Council ROB Change**

Changes to ROB Section 2.303.001.1 as received from the Chair and Vice Chair of Tech Council were reviewed as follows:

2.303 TECHNOLOGY COUNCIL**2.303.001 MEMBERSHIP**

2.303.001.1 The members of this council are as follows:

A. Chair: A Vice President of the Society
B. Vice Chair: A Vice President of the Society
C. Voting Members: Chair, Vice Chair, three (3) Directors-at-Large, plus the following positions elected by the Board of Directors:

1. One (1) past voting member each from Research Administration, Standards, Technical Activities and the Board of Directors (past DRC)
2. Three (3) at-large members

D. Non-Voting Members: Chair of each committee reporting to this council, plus the vice chair of [Environmental Health Committee](#), Research Administration, [Refrigeration Technology Committee for Comfort, Process, and Cold, Chain, Residential Buildings Committee](#), Standards and Technical Activities Committees. (11-02-02-12)

Background was provided that Tech Council leadership found that the complete set of non-voting members of the Council were not listed in the Membership Section of the ROB.

In the past, it was agreed that the Chair and Vice-Chair of each of the committees that report to Tech Council were to be listed on the roster as Non-Voting Members. This request is to update the procedure that is currently being followed.

The Chair and Vice Chair of Tech Council have agreed that the change as recommended is editorial and did not need prior review from Tech Council.

There was consensus that the change could be made to align with current practices, however, some additional editorial changes will need to be made for consistency.

Mr. Bilderbeck moved and Mr. Macauley seconded that,

(8) ROB Section 2.303.001.1 regarding Tech Council membership be approved provided that the following additional changes be made (Noted in blue)

2.303 TECHNOLOGY COUNCIL**2.303.001 MEMBERSHIP**

2.303.001.1 The members of this council are as follows:

A. Chair: A Vice President of the Society
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2. Three (3) at-large members

D. Non-Voting Members: Chair of each committee reporting to this council, plus the vice chair of [Environmental Health Committee](#), Research Administration, [Refrigeration Technology](#)

~~Committee for Comfort, Process, and Cold Chain; Residential Buildings Committee; Standards; and Technical Activities Committees. (11-02-02-12)~~

MOTION 8 PASSED (5:0:0 CNV)

Nominating Motion – ROB and Bylaw Implications

The following motion as presented by the Nominating Committee was reviewed:

That The vice president position changes from a one-year term to a two-year term.

After review, SRC agreed with the recommended change as vice presidents typically receive a two-year term.

Mr. Bilderbeck noted that it was written for a one-year term so that if someone was underperforming, they could not be voted back in. The method has changed for vice president replacement. As a result, anyone can be voted out at any time.

Mr. Macauley noted that all VP roles for the Councils are set up for a two-year succession plan. One of the vice presidents that is intended to serve their second year could lose resulting in one VP with a two-year term, and three VPs with a one-year term provided that no floor nominations were received. This is one of the reasons this recommendation is being made from the Nominating Committee.

Mr. Macauley moved and Mr. Fick seconded that,

(9) The vice president position changes from a one-year term to a two-year term

MOTION 9 PASSED (5:0:0 CNV)

BYLAWS AMENDMENT COMMENTS

Comments received regarding the bylaws amendment, as presented below, were reviewed:

I have just voted in the ASHRAE 2020 election. On the Bylaws Amendment of Section 3.3 Voting, I left it blank because I am not sure about the proposed new language. Specifically, the line "No more than 50% of the petitioners belonging to any single region shall count towards the required minimum." Literally that would mean that you take the total number of signatories from a region and drop off half of them, regardless of what fraction of the worldwide total came from that region.

There was agreement that the language as written was clear and did not need to be changed. As a result, no additional bylaws amendments are needed.

ACTION ITEM - Staff will work with Mr. Fulk to provide feedback to the commenter that an additional amendment is not needed in relation to Bylaw Section 3.3 Voting.

AI - 4

OLD BUSINESS

ROB Section 2.407.003.6

ROB Section 2.407.003.6 as noted below was forwarded to ExCom as SRC was seeking to determine if ExCom is still involved in creation of the annual Society theme.

The executive committee shall give feedback to the President-Elect on the annual Society Theme for the upcoming year. (18-03-10-01/09-06-21-12C)

ExCom reported that they are still involved in the formulation of the Society theme and that no changes should be made to this ROB section.

ROB Section 2.300.006

ROB Section 2.407.003.6 as noted below was forwarded to the Finance Committee and Tech Council to determine if the expense limit as listed applies to all Councils.

Each Council manages the operations of itself and its assigned committees within the policies, procedures and budgets approved by the Board of Directors. Each Council shall obtain separate approval by the BOD for each new program exceeding \$100,000 in annual expenses. (06-01-22-04)

Feedback was received and reviewed; the \$250,000 expense limit refers to research projects only. The \$100,000 expense limit as noted in ROB Section 2.300.006 Research Project Approval Limit still applies. No changes should be made to this ROB section.

NEW BUSINESS

MOP Standardization and Guidance

The need for guidance regarding ASHRAE Committee MOPs was discussed as it appears that Committee MOPs vary.

The group assigned to SRC MBO #6 will provide a draft template for review by SRC that Committees/ASHRAE groups may use as a guide for their MOPs. This would include any language related to items in the ROB, such as the strategic plan and mentoring program.

ACTION ITEM - Mr. Bilderbeck and Mr. Cooper will work together to determine specifics that should be included in a MOP template to be used by ASHRAE Groups/ Committees.

AI - 5

SRC MBOs

The 2020-21 SRC MBOs (**ATTACHMENT C**) were reviewed to determine where members were in their assigned work.

MBOs 1-3 were reiterated. Those assigned to the 1st three MBOs are right on target with their work.

MBO #4 as listed below was reviewed:

MBO#4 - Review assigned ROB volumes and report recommended changes/updates to SRC

ACTION ITEM – Mr. Fulk will forward Mr. Coopers comments regarding all four ROB Volumes to the Committee, so that they may be taken into consideration when completing MBO#4.

AI - 6

Mr. Macauley inquired how MBO#7 ties into the current efforts that are already taking place with some of the presidential ad hocs. Should the ad hocs complete their work first or should this be a concurrent effort?

MBO#7 - In support of ASHRAE Strategic Plan Initiative #3, look for possible opportunities to streamline the organization and to eliminate duplication of effort, while reviewing each volume of the ROB.

Mr. Fulk noted that this can be done concurrently with the work of the ad hocs. Once SRC has completed their work, findings can be provided to the respective ad hocs. SRC can then determine if action should be provided by the Committee or would be more appropriate if provided by a presidential ad hoc.

FUTURE MEETINGS

There will be another SRC meeting between the fall BOD meeting and winter meeting.

ADJOURNMENT

The meeting was adjourned at 3:36PM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kenneth M. Fulk". The signature is written in black ink and is positioned above the printed name.

Kenneth M. Fulk



ASHRAE ASSOCIATE SOCIETY ALLIANCE

MANUAL OF PROCEDURES

**ASHRAE ASSOCIATE SOCIETY ALLIANCE
MANUAL OF PROCEDURES**

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1. INTRODUCTION

- 1.1 The Manual of Procedures of a General Committee is a document developed within the committee to describe the methods and procedures by which the committee accomplishes the duties and responsibilities assigned to it. The manual is an internal document of the committee for its own guidance.
- 1.2 The Manual of Procedures (MOP) requires approval of the ASHRAE Executive Committee, to which it reports. Appendices shall reside in a separate Resource Manual requiring approval by the ASHRAE Executive Committee.

2. ESTABLISHMENT

- 2.1 The ASHRAE Associate Society Alliance (hereinafter referred to as the Alliance) is an assembly of representatives of Associate Societies of ASHRAE.

3. SCOPE AND PURPOSE

- 3.1 The Alliance mission is to establish a global platform to raise the stature of the HVAC&R industry, related industries, and its science and application, in order to influence decision-makers in creating a more sustainable world.
- 3.2 This Alliance shall advise the Executive Committee by means of reports at both the Annual and Winter meeting of ASHRAE, on possible cooperative efforts with one or more Associate Societies to advance the arts and sciences of HVAC&R. Examples of cooperative activities may include joint sponsorship of conferences (see “Rules of the Board, Book 2, Conferences” for co-sponsorship criteria), jointly funded research and educational programs. In addition, the Alliance shall serve as a source for possible cooperative activities between organizations represented in the Alliance.

4. RESPONSIBILITIES

- 4.1 Reports to the ASHRAE Board Executive Committee.
- 4.2 Recommend sites and subjects for possible jointly sponsored conferences and educational programs and other programs for achieving the objectives of the Alliance and the promotion of such programs.
 - 4.2.1 Costs associated with these activities shall be the responsibility of the host associate society(s).
 - 4.2.2 Any cost absorbed by ASHRAE will be at the discretion of the ASHRAE Board of Directors upon recommendation of the Executive Committee.
- 4.3 Promote joint research projects between Alliance member associations’ country/region’s universities and other research facilities and ASHRAE in accordance with policies and procedures developed and approved by ASHRAE.
- 4.4 Share information about Alliance member society activities that may be of interest to the other Alliance members (e.g., conferences and educational programs). Initiate cross-society coordination/participation if appropriate.

- 4.5 Identify technical issues of common interest to Alliance member societies. Participate in Alliance facilitated efforts to address these issues.
- 4.6 Identify policy issues of common interest to Alliance member societies and coordinate with the ASHRAE Government Affairs Committee (GAC), and other ASHRAE bodies, when appropriate, to provide resources to policy makers to address these issues.
- 4.7 Participate in Alliance meetings. All member societies shall strive to have at least one representative attend the Alliance meetings scheduled in conjunction with the ASHRAE Winter Conference and the ASHRAE Annual Conference. Meetings may be in-person or virtual.

5. COMMITTEE MEMBERSHIP

- 5.1 The Alliance shall consist of one representative from each of the ASHRAE Associate Societies plus the chair, vice chair, and member appointed by the ASHRAE president as described in this section. In addition, the ASHRAE President shall serve as the coordinating officer to the Alliance.
- 5.2 Composition
 - 5.2.1 The General Assembly of the Alliance shall be comprised of representatives from each of the ASHRAE Associate Societies in good standing.

Representatives will be selected by their respective societies. The total number of voting members is determined by the number of Associate Societies who are Alliance members in good standing plus the chair, vice chair and ASHRAE member.

 - 5.2.1.1 Each Alliance member shall have only one vote in the General Assembly.
 - 5.2.2 The coordinating officer of the alliance shall be the ASHRAE President.
 - 5.2.3 The ASHRAE President may appoint any person or persons to serve in a consulting capacity to the Alliance.
 - 5.2.4 The Alliance Leadership Council shall be comprised of the Alliance chair, vice chair, ASHRAE member, plus one councilor representing Asia, one councilor representing the Americas, one councilor representing Middle East and Africa and two councilors representing the European geographic area. Societies in each of these geographic areas will elect a Councilor(s) to represent that area on the Alliance Leadership Council.
 - 5.2.4.1 The four geographic zones are defined in the map in the Resource Manual
 - 5.2.4.2 The Councilor representing the geographic areas may or may not be an Alliance representative for the General Assembly, at the option of the Alliance member.
 - 5.2.4.3 In the event that a councilor resigns prior to the completion of their term, the Leadership Council chair will appoint a representative from that geographic zone to finish the term of the councilor who resigned.

6. DUTIES

- 6.1 Duties of the Chair shall consist primarily of direction and operation of the Alliance. Specific duties include:
 - 6.1.1 Presiding over all Alliance meetings.
 - 6.1.2 Approving the agenda for meetings of the Alliance.
 - 6.1.3 Approving the minutes of the Alliance for distribution by headquarters.
 - 6.1.4 Facilitating election by the member societies in each geographic area their representative(s) to the Alliance Leadership Council.
 - 6.1.5 Appointment of subcommittees, focus groups, and assignment of specific functions.
 - 6.1.6 Coordinating the MBO program for the committee and transmitting to the Society President. Goals should be well established and finalized at the preceding Annual Meeting.
 - 6.1.7 Other duties as assigned by the President, the Executive Committee, or the Board of Directors.
 - 6.1.8 Submit to the Executive Committee, prior to meeting of the Society, reports of Alliance activities. Submit progress reports at other times at the request of the President.
 - 6.1.9 Attend Executive Committee meetings as required for reporting purposes.
 - 6.1.10 Prepare written reports to the Executive Committee at ASHRAE Annual and Winter conferences and at other times as required.
- 6.2 Duties of the Vice Chair consist primarily of the following in addition to reporting to the ASHRAE Board Executive Committee as required.
 - 6.2.1 In the absence of the Chair, the Vice Chair shall assume the chair at all scheduled Alliance meetings.
 - 6.2.2 In the event the Chair is unable to perform the assigned duties, the Vice Chair shall assume all of the duties of the Chair until a successor is selected.
 - 6.2.3 Prepare of budgets, in consultation with staff, for the ensuing year(s).
 - 6.2.4 The Vice Chair shall perform other duties which may be assigned by the Chair.
- 6.3 Duties of the Alliance Leadership Council shall include the following:
 - 6.3.1 Guide, coordinate, and oversee the activities of the Alliance subcommittees and focus groups.
 - 6.3.2 Advise the Alliance Chair and Vice Chair about topics to bring in front of the General Assembly for discussion.
 - 6.3.3 Create agendas, provide background information and support the strategic discussions of the General Assembly.
 - 6.3.4 Implement decisions made by the General Assembly

6.4 Duties of the General Assembly

- 6.4.1 This General Assembly shall identify possible cooperative efforts with one or more Associate Societies to advance the arts and sciences of HVAC&R. Examples of cooperative activities may include joint sponsorship of conferences (see “Rules of the Board, Book 2, Conferences” for co-sponsorship criteria), jointly funded research and educational programs.
- 6.4.2 The General Assembly shall serve as a source for possible cooperative activities between organizations represented in the Alliance.
- 6.4.3 The General Assembly will investigate and recommend initiatives, strategies or positions on issues that have, or may have, a global impact.

6.5 Duties of the Alliance subcommittees and task/focus groups

- 6.5.1 All current and future subcommittees and Focus Groups of the Leadership Council shall report to the leadership council at regular intervals.
- 6.5.2 Standing subcommittees include: website, government affairs, and communications, and such other standing subcommittees as the Leadership Council shall deem appropriate.
- 6.5.3 Focus groups are formed to address specific challenges of interest to the General Assembly (e.g., climate change, resiliency, infectious diseases, etc.). Each group shall be formed when there is consensus among the General Assembly to form a team to address a specific challenge. The Leadership Council shall assign the group members, leaders, deliverables and timeline. The Focus Group shall complete its defined tasks within the agreed-to time period determined.

6.6 Duties of the Staff Liaison shall include the following:

- 6.6.1 Acting as secretary at committee meetings, submitting meeting minutes for approval to the Chair prior to distribution, and distributing meeting minutes within 60 days after committee meetings.
- 6.6.2 Mailing agendas and supporting papers to committee members in a timely manner.
- 6.6.3 Ensuring that committee reports to the Executive Committee are prepared and submitted in a timely manner.
- 6.6.4 Welcoming new Alliance members, sending them copies of the committee roster, Reference Manual, Manual of Procedures, minutes of the past two meetings, and other pertinent information.
- 6.6.5 Staying abreast of committee budget and expenses incurred by the committee and working with the Chair to establish yearly budgets.
- 6.6.6 Ensuring the Manual of Procedures and Reference Manual remain up-to- date.

- 6.6.7 Answering or directing inquiries received at headquarters to the Chair or appropriate members of the Alliance.
- 6.6.8 Distributing information or materials to committee members on a timely basis so they can perform their assigned duties.

7. MEETINGS

7.1 Number and Time

- 7.1.1 The Alliance may annually meet face-to-face in conjunction with the ASHRAE Winter Meeting or other venue as is advantageous to both the Associate Societies and ASHRAE.
- 7.1.2 The four zones (Americas, Asia/South Pacific, Europe and Africa/Middle East) may choose to meet, either face-to-face or virtually, at other times during the year, as needed to conduct their business.
- 7.1.3 The national society that nominates the Councilor elected to represent each geographic region will be responsible for costs for that Councilor to participate in face-to-face Leadership Council meetings.
- 7.1.4 Every national society member of the Alliance shall bear their own costs incurred by participating in AASA activities.

8. CONDUCT OF MEETINGS

- 8.1 The conduct of meetings of the Alliance shall be governed by the current edition of *Robert's Rules of Order Newly Revised*.
- 8.2 The General Assembly may vote on issues needing an indication of consensus. Each Alliance member has one vote in the General Assembly



Shaping Tomorrow's
Built Environment Today

MANUAL OF PROCEDURES

FOR

BUILDING ENERGY QUOTIENT
COMMITTEE

Final Draft 8/7/2020

Draft approved by Building EQ Committee 8/20/2020

Draft: 7/29/2020

FOREWORD

The Building Energy Quotient Committee shall provide business planning, training and marketing of the programs of the Building EQ enterprise in accordance with the Society Bylaws (SBL) and the policies set forth by the Board of Directors (ROB 2.432.001)

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SECTION E SUBCOMMITTEES

- Part 1 Organization

INTRODUCTION

The Rules of the Board (ROB) for the Building Energy Quotient Committee define its authority, organization, and general responsibilities. The Manual of Procedures (MOP) details the operating procedures followed in carrying out the general responsibilities of the committee as prescribed in its ROB.

The Building Energy Quotient Committee consists of eight (8) voting members including the Chair and Vice-chair. Consultants are named as needed to provide specific technical expertise or stakeholder representation.

This MOP provides a description of some, but not all, of the duties and responsibilities of the Chair, Vice-chair, members, and staff liaison.

SECTION A –BUILDING ENERGY QUOTIENT COMMITTEE - GENERAL

Part 1 Responsibilities

- A1.1 The Building Energy Quotient Committee shall have overall responsibility for identifying, initiating, and directing technical developments required to support the program and Portal as well as overall responsibility for directing the development of business development and marketing programs to determined target audiences. (ROB 2.432.001)
- A1.2 The Building Energy Quotient Committee is expected to interact with ASHRAE committees and organizations outside of the Society whose scopes include measuring, assessing, and improving building energy performance.
- A1.3 The Building Energy Quotient Committee shall review, coordinate, and if necessary, initiate, ASHRAE research in areas relating to measuring, assessing, and improving building energy performance. The Committee's role in ASHRAE research is not intended to overshadow or supplant the role of other ASHRAE committees with these building concerns -- but is intended to support and assist other committees as appropriate.
- A1.4 The Building Energy Quotient Committee shall regularly review its Rules of the Board and Manual of Procedures and, when necessary, recommend changes.

Part 2 Membership

- A2.1 Members of the Building Energy Quotient Committee include voting members and may include non-voting consultants to provide specific technical expertise or stakeholder representation. (ROB 2.421.002)
- A2.2 Service on this committee is intended to be for a 3-year period with one third of the committee expected to roll off each year.

Part 3 Meetings

- A3.1 The committee shall meet at least two times per year either electronically or face-to-face at the Winter and Annual Meetings of the Society. Additional conference calls between the Winter and Annual Meetings will be scheduled on an as needed basis.

Part 4 Reporting

- A4.1 The Building Energy Quotient Committee will provide information to the BOD on the usage and operation of the Building EQ program and Portal at the Winter and Annual Meetings of the Society as well as upon request by the Board of Directors.

SECTION B – CHAIR AND VICE CHAIR

Part 1 Selection

- B1.1 The Chair and Vice Chair of the Building Energy Quotient Committee are to serve one-year terms. Either the Chair or Vice Chair shall be a current or past member of the Board of Directors.

Part 2 Responsibilities/Duties of the Chair

- B2.1 The Chair is responsible for the organization and functioning of the committee.
- B2.2 The Chair shall preside over all meetings of the Building Energy Quotient Committee and the Executive Committee (ExCom) unless otherwise not able to attend the meeting in which case the Vice Chair shall chair the meeting.
- B2.2.1 With the assistance of the Vice-Chair, Subcommittee Chairs, and staff liaison, the Chair shall prepare the agenda for all meetings.
- B2.2.2 The Chair shall ensure the minutes are recorded and distributed following each committee meeting.
- B2.3 The Chair is responsible for developing committee objectives for each Society year.
- B2.4 The Chair shall organize subcommittees as necessary to satisfy the needs of the committee.
- B2.4.1 The Chair shall annually appoint members of the committee to the subcommittees and shall designate each subcommittee's Chair.
- B2.5 The Chair may appoint, ad hoc committees or working groups from the membership of the committee, from other committees in the Society, or from experts outside the Society,

whenever necessary in order to assist in fulfilling the responsibilities of the Building Energy Quotient Committee.

- B2.6 The Chair shall prepare reports to be submitted to the Board of Directors at the Winter and Annual meetings of the Society.

Part 3 Responsibilities/Duties of the Vice Chair

- B3.1 In the absence of the Chair, the Vice Chair shall assume all duties of the Chair at all scheduled or called meetings of the Committee.
- B3.6 In the event the Chair is unable to perform their duties, the Vice Chair shall assume all duties of the Chair until a successor is appointed.
- B3.2 The Vice Chair is responsible for keeping the committee Manual of Procedures (MOP) up to date.
- B3.3 The Vice Chair shall submit annually to the President-Elect of ASHRAE recommendations for membership of the Committee for the following year.
- B3.4 The Vice Chair shall prepare recommended budgets for the operation of the committee for the coming fiscal year. Periodically, the Vice Chair shall review expenditures and budget allocations and shall recommend actions necessary to stay within the established budget.

SECTION C – COMMITTEE MEMBERS AND STAFF LIAISON

Part 1 Responsibilities/Duties of Committee Members

- C1.1 Committee members shall participate fully in all called meetings and deliberations of the committee.
- C1.1.1 Committee members shall be assigned to a subcommittee for each Society Year.

Part 2 Responsibilities/Duties of Staff Liaison

- C2.1 A member of the Technology staff as assigned by the Director of Technology and Executive Vice President shall serve as staff liaison to the Building Energy Quotient Committee.
- C2.2 The staff liaison shall assist the Committee chair in the preparation and distribution of agendas and minutes for meetings of the Building Energy Quotient Committee.
- C2.4 The staff liaison shall work with ASHRAE meetings staff to arrange facilities for interim meetings of the Committee.

- C2.5 The staff liaison shall distribute information or materials to members of the Committee as requested by the Chair including rosters, MBO's, budgets, and reports.
- C2.6 The staff liaison shall assist with budget preparation.
- C2.7 The staff liaison shall provide day to day support of the Building EQ Portal including but not limited to:
- C2.7.1 Respond to routine inquiries on the Portal include requests for help, questions on operation, and reports of errors or bugs.
 - C2.7.2 Reviewing and approving project submissions to the Portal.
 - C2.7.3 Coordinating with vendor(s) on development, maintenance support and upgrades.

SECTION D – EXECUTIVE COMMITTEE

Part 1 Responsibilities

D1.1 The Executive Committee (BEQ ExCom) shall be responsible for recommending changes in policy, assisting in the preparation of budgets and agendas, revising/updating the committee objectives, and carrying out the purposes of the Committee and Building EQ program during intervals between meetings.

Part 2 Membership

D2.1 The members of the BEQ ExCom include the BEQ Chair and Vice Chair, the chairs of the standing subcommittees, and the staff liaison to the committee.

Part 3 Meetings

D3.1 The BEQ ExCom shall meet by conference call as needed.

SECTION E – SUBCOMMITTEES

Part 1 Organization

E1.1 Standing subcommittees of Building Energy Quotient may be created as needed. The standing subcommittees, their responsibilities and duties are to be contained in the Building Energy Quotient Committee Reference Manual.

E1.2 Subcommittee members are appointed by the Chair for the Society year.

E1.2.1 The Chair of each subcommittee must be a member of the Building Energy Quotient Committee.

- E1.2.2 The Chair may appoint Subcommittee members who are not members of the Committee when there is a need for members who have expertise and experience in areas not available from the Committee members.
- E1.3 The subcommittees shall meet at least two (2) times per year electronically or face-to-face at the Winter and Annual Society meetings. Additional conference calls will be schedule at regular intervals between the Winter and Annual meetings.
- E1.4 The Subcommittee Chair shall report subcommittee activities at the appropriate point in the agenda of the Building Energy Quotient committee meeting.

Society Rules Committee

MBOs & Assignments

Chair: Ken Fulk

Society Year: 2020-2021

Committee Members

Ken Fulk, Chair

Dunstan Macauley, Vice-Chair

Doug Fick

Mike Bilderbeck*

Bert Philips*

Kenneth Cooper*

Don Brandt, NVM, CO*

Note: No Fiscal Impact to any MBO item listed.

No.	MBOs/ Fiscal Impact	Responsibility	Planned Completion Date
1	New Member Training	Fulk, Macauley	August 15, 2020
2	Review SRC Reference Manual for Updates to include revisions related to updated MOP and Training Materials	Fick, Philips	January 15, 2021
3	Council liaisons make introduction to Council Chair & Vice-Chair and offer SRC assistance for proposed rule reviews, MOP changes, etc.	Macauley-MC Brandt-PEC Bilderbeck-TC	Fall Conference Call, then continuous
4	Review assigned ROB volumes and report recommended changes/updates to SRC	Vol 1-Fick, Philips Vol 2-Macauley, Cooper Vol 3-Bilderbeck, Cooper Vol 4-Fulk	Winter Meeting
5	Mentoring	Ken-Mike Dunstan-Bert Doug-Kenneth	Continuous
6	Review Status and review cycle of MOPs that SRC either approves or maintains-Develop recommended review cycle where none exists	Bilderbeck, Cooper	January 15, 2021
7	In support of ASHRAE Strategic Plan Initiative #3, look for possible opportunities to streamline the organization and to eliminate duplication of effort, while reviewing each volume of the ROB.	Vol 1-Fick, Philips Vol 2-Macauley, Cooper Vol 3-Bilderbeck, Cooper Vol 4-Fulk	Winter Meeting

Society Rules Committee

MBOs & Assignments

Chair: Ken Fulk

Society Year: 2020-2021

ASSIGNMENTS					
Council Liaisons		ROB Volume Assignments		New Member Mentor Assignments	
				Mentor	New Member
Members Council	Dunstan Macauley	VOL 1	Fick, Philips	Fulk Macauley Fick	Bilderbeck
		VOL 2	Macauley, Cooper		Philips
Pub &Ed Council	Don Brandt	VOL 3	Bilderbeck, Cooper		Cooper
Tech Council	Mike Bilderbeck	VOL 4	Fulk		