



Shaping Tomorrow's
Built Environment Today

MINUTES

SOCIETY RULES COMMITTEE MEETING

**Tuesday, February 2, 2021
2:00PM – 5:00PM**

Note: These minutes are the official record of minutes voted on and approved by SRC at the March 30, 2021 meeting.

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February 2, 2021

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PRINCIPAL MOTIONS
 Society Rules Committee Meeting
 February 2, 2021

No. – Pg.	Motion
1-1	The Society Rules Committee minutes from the December 2, 2020 meeting as presented be approved.
2-4	Review of the Finance Committee MOP will be postponed until the next SRC meeting to determine if the changes submitted were approved by Finance prior.
3-6	<p>The Members Council Motion as presented below referencing ROB Section 2.411.003.3 be approved:</p> <p>The Honors and Awards Committee recommends to Members Council that the Rules of the Board section 2.411.003.3 be edited as follows:</p> <p>A. The following awards are established to continually honor and recognize the individuals for whom the awards are named.</p> <p>10. The Board approves the establishment of the <u>Milton W. Garland Commemorative Comfort – Process – Cold Chain Refrigeration Award for Project Excellence</u> to recognize a non-comfort cooling refrigeration comfort, process or cold chain application which highlights innovation and/or new technologies.</p>
4-6	<p>The Members Council Motion as presented below referencing ROB Section 2.411.003.4 be approved:</p> <p>The Honors and Awards Committee recommends to Members Council that the Rules of the Board section 2.411.003.4 be edited as follows:</p> <p><u>S. The Energy Genius Award is established to recognize excellence in the assessment of building energy performance.</u></p>

ACTION ITEMS
 Society Rules Committee Meeting
 February 2, 2021

No. – Pg.	Responsibility	Summary
1-1	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 24, 2020)
2-1	Mr. Bilderbeck/ Mr. Cooper	Determine specifics that should be included in a MOP template to be used by ASHRAE Groups/ Committees.
3-2	Mr. Phillips	Send updates to the SRC Reference Manual by the next SRC meeting.
4-2	Staff	Send Mr. McQuade an update of the current activities of SRC by using the information items listed on the SRC report to the BOD.
5-3	Mr. Cooper	Update the MOP Template to streamline comments as there is some duplication between the template and the MOP guidance.
6-3	Staff	Distribute the combined version of the MOP Template and MOP Guidance for review by the full Committee before the next SRC meeting.
7-3	Full Committee	Review and send comments to Mr. Cooper before the next SRC meeting regarding the revised proposed MOP Template.
8-3	Mr. Macauley	Provide recommendations regarding which MOPs should be reviewed first in a proposed MOP review cycle.
9-3	Mr. Macauley	Follow-up with the Finance Committee to determine if the Finance MOP was officially reviewed/approved before being submitted to the SRC.
10-4	Staff	Make the editorial changes for all ROB Volumes and highlight the remaining changes for consideration at a future SRC meeting.
11-5	Mr. Brandt	Address removal of the MOP for Officers and Directors with the BOD at the Thursday BOD meeting.
12-5	Mr. Brandt	Address the removal of Volume 4 from the ROB with the BOD.
13-6	Staff	Distribute a Doodle Poll to schedule the next meeting of SRC.

MINUTES
Society Rules Committee Meeting
February 2, 2021
2:00PM – 5:00PM

MEMBERS PRESENT:

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

GUESTS PRESENT:

Rick Hermans

STAFF PRESENT:

Joyce Abrams, Staff Director, Membership
Candace Devaughn, Manager of Board Services
Chandrias Jacobs, Coordinator of Board Services

CALL TO ORDER

Mr. Fulk called the meeting to order on Tuesday, February 2, 2021 at 2:00PM.

CODE OF ETHICS

Mr. Fulk read the ASHRAE Code of Ethics commitment.

ROLL CALL

Members and staff were in attendance as listed above. A quorum was present.

REVIEW OF AGENDA

New agenda items titled *Members Council Motion 1* and *Members Council Motion 2* were added.

APPROVAL OF MINUTES

Mr. Fick moved and Mr. Phillips seconded that,

(1) The Society Rules Committee minutes from the December 2, 2020 meeting as presented be approved.

MOTION 1 PASSED (5:0:0 CNV)

ACTION ITEMS REVIEW

Action items 1 and 4 were reported as complete. Action items 2 and 3 were reported as ongoing.

ASHRAE LEADERSHIP PRESENTATION

The ASHRAE Leadership Presentation was given by Mr. Brandt.

Mr. Bilderbeck referenced the slide regarding the Proactive Diversity Task Group and its purpose. Was unaware that there was discrimination and social injustice within ASHRAE. He noted that the current ethics rule that is read for each meeting should censure members from behaving inappropriately.

Mr. Brandt noted that while this has not occurred on a large scale it has been present in small portions.

Mr. Macauley advised the committee that the idea of inclusion and equality should be included in all parts of ASHRAE Society. Discrimination can take on multiple forms; not only racial. The goal of the task group is to ensure that everyone feels welcome and that ASHRAE is not only global but inclusive.

Mr. Bilderbeck called the committees attention to the title of the group. Most of the words in the scope as presented in the slide deal with discrimination. The title of the group in relation to the scope appears to be different.

The membership slide concerning the printed handbook was referenced as it mentions the handbook will be given as a PDF.

Mr. Bilderbeck inquired if the Standards will also come as a PDF.

Ms. Abrams responded that it is the members choice if they would like to receive any of the standards as a PDF.

SRC REFERENCE MANUAL UPDATE

An update to the SRC Reference Manual was requested as a result of an assigned MBO.

Mr. Fick reported that there is no update as of yet.

ACTION ITEM - Mr. Phillips will send updates to the SRC Reference Manual by the next SRC meeting.

AI - 3

MOP STANDARDIZATION

Mr. Bilderbeck advised the committee that Mr. McQuade would like an update on the activities of SRC for report to Tech Council. Noted that he was unaware of who the assigned liaison was to Tech Council.

Mr. Fulk noted that though not currently a member of Tech Council, Mr. Bilderbeck is the SRC liaison to Tech Council.

ACTION ITEM – Staff will send Mr. McQuade an update of the current activities of SRC by using the information items listed on the report to the BOD.

AI - 4

Proposed MOP Template

Mr. Cooper reviewed the proposed MOP template to be distributed to ASHRAE Groups and Committees.

The MOP template references a lot of information that committees include in their MOP and why some of those items aren't necessary. A good MOP should be no longer than 4 pages. MOPs generally tell what to do and a Reference Manual tells how to get those items done.

Mr. Fulk notified the committee that often times, committees add reference materials to the MOP. Some things in the ROB are worth repeating in the MOP such as the committee's purpose and membership.

Mr. Fulk inquired from Mr. Cooper if the comments in the proposed MOP template should remain to which he

indicated yes. It was also suggested that the MOP template and MOP guidance documents may need to be combined.

Mr. Cooper agreed with Mr. Fulks comments.

For items in the ROB that are also in MOPs there may be a chance that the MOP is not up to date when the ROB changes. Maybe those items can be added to the Reference Manual?

Mr. Fulk noted that committees should be given the discretion to as to what they want to be included in their MOPs. SRC should provide guidance. Membership of a committee should not be in the Reference Manual. Reference Manuals are not updated that often.

Mr. Fulk surveyed the committee to determine if it is better to embed the comments in the template or have two separate documents.

There was consensus that as the document is to be shared as a word document for use by ASHRAE Groups / Committees, comments should be included in the template as opposed to two separate documents.

ACTION ITEM – Mr. Cooper will update the MOP template to streamline comments as there is some duplication between the template and the MOP Guidance. AI - 5

ACTION ITEM – Staff will distribute the combined version of the MOP template and MOP guidance for review by the full Committee before the next SRC meeting. AI - 6

ACTION ITEM – The full Committee will review and send comments to Mr. Cooper before the next SRC meeting regarding the revised proposed MOP template. AI - 7

Proposed MOP Review Cycle (3 years)

Mr. Brandt began the discussion by inquiring if SRC should be determining how often MOPs are reviewed.

There were several comments that the timeline of MOP reviews may be the responsibility of the committees.

Mr. Fulk advised that creating a cycle for the review of MOPs will allow the MOPs to be more current while preventing SRC from approving a majority of the MOPs in one year. MOPs should be separated in 3 separate lists so that no more than 6 MOPs are reviewed at one time.

It was proposed that the oldest MOPs should be reviewed first and then the newest.

ACTION ITEM – Mr. Macauley will provide recommendations regarding which MOPs should be reviewed first in a proposed MOP review cycle. AI - 8

Mr. Bilderbeck noted that as we are attempting to standardize the MOP format, we should ask committees to update their MOPs using this new format. We need to organize our instructions in order to do that. If a committee does not follow the MOP guidance given, will we do it for them? If we do, they will leave it to us.

Mr. Fulk agreed with Mr. Bilderbeck and referenced that each committee has a staff liaison who can provide this information to their committees so they are aware. A deadline should also be given for MOP changes.

There was consensus among the committee that there shouldn't be an issue with buy-in as long as SRC guides and encourages them.

Mr. Cooper volunteered to assist any committees with their work in restructuring their MOPs.

MOPS FOR REVIEW/APPROVAL**Finance Committee MOP**

In review of the Finance Committee MOP, Part 2, 2.1 was discussed as it references how many times the committee is authorized to meet.

The ROB and the budget tell how many times the committee can meet. Saying they are authorized to meet face to face in the MOP is not required. If the ROB changes, this has to be changed too.

It was noted that the committee currently meets monthly, virtually.

Mr. Brandt agreed that the section could be removed. Also noted that as a member of Finance, he had not seen the proposed changes to the MOP prior to the SRC meeting.

It was moved and seconded that,

- (2) Review of the Finance Committee MOP will be postponed until the next SRC meeting to determine if the changes submitted were approved by Finance prior.**

ACTION ITEM – Mr. Macauley will follow-up with the Finance Committee to determine if the Finance MOP was officially reviewed/approved before being submitted to the SRC.

AI - 9**MOTION 2 PASSED (5:0:0 CNV)**

There was concern regarding if Finance should be asked to review their MOP per the newly proposed MOP criteria.

The committee agreed that if the Finance Committee has discussed and approved the changes, any recommended revisions to the MOP will be approved as presented to SRC. If the committee has not approved the changes, the new MOP template will be referenced and the committee will be asked to make revisions based on the template.

ROB VOLUME EDITS

Mr. Fulk notified the committee that ROB Volumes are typically reviewed one at a time.

This year, the committee has accomplished great work in reviewing all 4 of the ROB Volumes simultaneously. Most of the comments made for the Volumes are editorial. Only specific comments should be brought forward for discussion.

ACTION ITEM – Staff will make the editorial changes for all ROB Volumes and highlight the remaining changes for consideration at a future SRC meeting.

AI - 10**ROB Volume 1**

Mr. Phillips proposed that a hierarchy for formatting be established for Volume 1 and the remaining Volumes. Also noted that ROB Volume 1 Section 1.201.020 references the ASHRAE Canada Office. ASHRAE has offices in other locations. Why is this the only office listed?

The committee was informed by Mr. Brandt that Canada is referenced as a postal office and not a physical office so that business can be done there. This also occurs in Europe.

ROB Volume 2

ROB Volume 2 Section 2.101.006.2 was discussed as it references the pronouns his/her.

Mr. Cooper expressed to the committee that in consideration of the current diversity initiatives within ASHRAE, the pronouns may need to be changed. There is always a way to re-write the sentence to eliminate the pronouns altogether. In most instances, it makes the sentence more concise.

There was consensus among the committee that there is a need to determine if the Proactive Diversity Task Group is currently addressing the use pronouns in the Society. A lot of companies have started to address this in their email signatures.

Mr. Fick noted that corporations are requiring that pronouns be identified.

Mr. Macauley shared that the group is reviewing general overarching recommendations and not general policies. This may need to be something that the group should address.

There was agreement that the overall elimination of pronouns removes the need to re-write sentences on an ongoing basis.

ROB Volume 3

Mr. Fulk addressed the MOP for Officers and Directors as it is located in ROB Volume 3. Should this be removed from the ROB? Committees/groups have governing bodies that keep their MOPs. This seems out of place.

There was agreement that the MOP should be removed as it is 50+ pages.

Mr. Brandt recommended that the BOD be engaged in discussion of removal of their MOP before it takes place.

ACTION ITEM – Mr. Brandt will address removal of the MOP for Officers and Directors with the BOD at the Thursday BOD meeting.

AI - 11

ROB Volume 4

Mr. Fulk reviewed the overall purpose of ROB Volume 4. The Volume is intended to house yearly updates made by the BOD. It appears to be a record of where decisions are made. Some items might be better in a Reference Manual for ExCom or the BOD.

The ROB provides parameters by which the Society operates. The items in Volume 4 are not written as rules.

Mr. Brandt commented that maybe Volume 4 should be a part of a Reference Manual for the BOD.

ACTION ITEM – Mr. Brandt will address the removal of Volume 4 from the ROB with the BOD.

AI - 12

2020-2021 MBO STATUS UPDATES

Mr. Fulk noted that the MBOs did not need to be reviewed at this time. Most of the items are being addressed through current committee work.

NEW BUSINESS

Members Council Motion 1 was reviewed.

There was concern from the committee regarding why this is being done.

Mr. Macauley noted that the intent was to merge two awards as the Comfort Cooling Award has been discontinued. The change is coming from H&A and has been approved by the Refrigeration Committee.

It was moved and seconded that,

(3) The Members Council Motion as presented below referencing ROB Section 2.411.003.3 be approved:

The Honors and Awards Committee recommends to Members Council that the Rules of the Board section 2.411.003.3 be edited as follows:

A. The following awards are established to continually honor and recognize the individuals for whom the awards are named.

10. The Board approves the establishment of the Milton W. Garland Commemorative Comfort – Process – Cold Chain Refrigeration Award for Project Excellence to recognize a ~~non-comfort-cooling-refrigeration comfort,~~ process or cold chain application which highlights innovation and/or new technologies.

MOTION 3 PASSED (5:0:0 CNV)

It was moved and seconded that,

(4) The Members Council Motion as presented below referencing ROB Section 2.411.003.4 be approved:

The Honors and Awards Committee recommends to Members Council that the Rules of the Board section 2.411.003.4 be edited as follows:

S. The Energy Genius Award is established to recognize excellence in the assessment of building energy performance.

MOTION 4 PASSED (5:0:0 CNV)**NEXT MEETING**

The next SRC meeting will be scheduled in March.

ACTION ITEM – Staff will distribute a Doodle Poll to schedule the next meeting of SRC.

AI - 13**ADJOURNMENT**

The meeting was adjourned at 4:00PM.

Respectfully Submitted,



Kenneth M. Fulk