



Shaping Tomorrow's  
Built Environment Today

## **MINUTES**

### **SOCIETY RULES COMMITTEE MEETING**

**Tuesday, June 28, 2022  
2:30PM – 5:30PM  
TORONTO, ON, CANADA**

*Note: These minutes are the official record of minutes voted on and approved by the Society Rules Committee at the August 30, 2022 meeting.*

**TABLE OF CONTENTS**  
Society Rules Committee Meeting  
**June 28, 2022**

<b>CALL TO ORDER</b> .....	<b>1</b>
<b>CODE OF ETHICS</b> .....	<b>1</b>
<b>ROLL CALL</b> .....	<b>1</b>
<b>REVIEW OF AGENDA</b> .....	<b>1</b>
<b>APPROVAL OF MINUTES</b> .....	<b>2</b>
<b>ACTION ITEM REVIEW</b> .....	<b>2</b>
<b>ASHRAE LEADERSHIP PRESENTATION</b> .....	<b>2</b>
<b>FOR INFORMATION ONLY: ROB CHANGE LOG</b> .....	<b>3</b>
<b>ROB EDITS FOR REVIEW</b> .....	<b>3</b>
New Investment Policy .....	<b>3</b>
PEAC ROB Section 2.417.....	<b>3</b>
<b>SIMPLIFIED RULES OF ORDER EDITS</b> .....	<b>4-5</b>
ASHRAE Simplified Rules of Order & Meeting Fundamentals Edits.....	<b>4</b>
ASHRAE Simplified Rules of Order – Quick Reference Edits.....	<b>4-5</b>
<b>DRAFT BOD DOCUMENTS</b> .....	<b>6-7</b>
BOD MOP.....	<b>6-7</b>
BOD Reference Manual.....	<b>7</b>
<b>NEW BUSINESS</b> .....	<b>7-9</b>
ExCom AmEx Card Points.....	<b>7-8</b>
ROB References (Spouse).....	<b>8</b>
Proposed ROB Edits – Members Council.....	<b>8-9</b>
<b>CHANGE OF CHAIR</b> .....	<b>9</b>
Recognition of Outgoing Members.....	<b>9</b>
2022-23 MBOs and Assignments.....	<b>9</b>
<b>FUTURE MEETINGS</b> .....	<b>10</b>
New Member Orientation Date.....	<b>10</b>
<b>ADJOURNMENT</b> .....	<b>10</b>

**PRINCIPAL MOTIONS**  
 Society Rules Committee Meeting  
 June 28, 2022

No. – Pg.	Motion
1-1	<b>The Society Rules Committee minutes from the May 23, 2022 meeting as presented be approved.</b>
2-3	<p><b>ROB Section 2.417 regarding the President-Elect Advisory Committee be revised as follows</b></p> <p style="text-align: center;"><b>2.417 PRESIDENT-ELECT ADVISORY COMMITTEE</b></p> <p><b>2.417.001 SCOPE AND PURPOSE</b></p> <p>The scope of the President-Elect Advisory Committee is to advise and assist the President-Elect in planning and integration of the strategic plan into all elements of ASHRAE <u>including their presidential message.</u></p> <p><b>2.417.002 MEMBERSHIP</b></p> <p><u>2.417.002.1 Composition</u> (16-06-29-03/15-01-28-19)              This committee shall consist of nine (9) voting members, including the President-Elect <del>who is the chair</del>, the Treasurer <del>who is the vice chair</del>, and seven (7) appointed members.</p> <p><u>A Chair and Vice Chair shall be selected from the nine (9) voting members.</u></p> <p>The Executive Vice President shall sit on the committee as a nonvoting member.</p> <p><u>2.417.002.2 Qualifications</u> (15-01-28-19)              Members to serve at the pleasure of the President-Elect for the one-year term of the committee.</p>
3-4	<p><b>Edits to ASHRAE Simplified Rules of Order &amp; Meeting Fundamentals be approved as presented below:</b></p> <p>...</p> <p><b><u>Principles of Parliamentary Procedure</u></b></p> <p>...</p> <p><u>9. _____</u> There is no need for a motion to receive a committee or task force report. The adoption of the agenda has guaranteed that the <b>report</b> will be heard <u>as long as it is written on the agenda.</u></p> <p><u>Motions brought forth through- subcommittee reports and reporting bodies do not need a second (provided the group is composed of more than one person) . <del>The chairperson moves acceptance, and aA seconder is unnecessary because the motion is being made on behalf of a</del> subcommittee of committee members that have already approved the motion. A second is implied by motions made from these groups as more than one member of the duly appointed<sup>1</sup> group (council, committee, subcommittee) agree the motion is worth discussion.</u></p> <p>...</p> <p><u><sup>1</sup> duly appointed in relation to these rules is defined as formally appointed and authorized to act on behalf of and do all things for which is entitled as outlined in the ROB. Duly appointed groups often contain leadership that has been directly selected by the BOD and/or President-Elect and have been given autonomy to bring motions forward to their reporting bodies. Though a second is not needed from these groups, the groups ExO/CO, where applicable, may second the motion brought forward to solidify that the motion is worth discussion.</u></p>
4-5	<p><b>Edits to ASHRAE Simplified Rules of Order &amp; Meeting Fundamentals Quick Reference be approved as presented below:</b></p> <p style="text-align: center;"><b>ASHRAE Simplified Rules of Order – Quick Reference</b></p> <p><b><u>Guiding Principles:</u></b></p> <ul style="list-style-type: none"> <li>• Quorum is required before business can be conducted.</li> <li>• Everyone has the right to participate in discussion if they wish before anyone mayspeak a second time.</li> </ul>

- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered unless they are brought forth by a subcommittee or reporting body where a second is implied. If a matter is brought forward by only one member, and if there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

...

### Order of Precedence of Motions

The rules are in descending order of importance. A rule higher in the table takes precedence over one lower in the table. Implication is that everything takes precedence over the main motion on the floor.

Rule	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Adjourn (End meeting)	X			Majority	
Recess	X		X	Majority	
Table	X			Majority	
Close Discussion	X			2/3 <sup>rds</sup>	X
Limit Debate	X		X	2/3 <sup>rds</sup>	X
Postpone to a later time (##)	X	X	X	Majority	X
Refer to Committee	X	X-(+)	X	Majority	X
Kill a Motion	X			Majority	X
Amend Motion (* #)	X	X		Majority	X
Postpone Indefinitely (**)	X	X	X	Majority	X
Main Motion <u>(brought forward by one member of the body)</u>	X	X	X	Majority	X
<u>Subcommittee/ Reporting Body Motion (exception to the order of precedence unless made as a main motion)</u>		X	X	Majority	X

5-7 The Board of Directors MOP as presented and with additional edits as noted be approved as presented in ATTACHMENT A.

6-8 The ASHRAE Travel Reimbursement Policy be updated as follows:

1.201.027.4 Conditions

A. Transportation

...

B. Documentation

1. Travel expense reimbursement claims must be made on the approved ASHRAE form and must bear the signature of the Society officer or chair authorizing the travel, if applicable.
2. All claims should be submitted to ASHRAE's comptroller within 30 days of the travel date. Claims submitted after 90 days will not be reimbursed.
3. Original receipts, or electronic copies of original receipts, or tickets, must be included with any travel reimbursement claim and must clearly show the amount claimed. With the advent of ticketless travel, a receipt from the travel agency or airline or a credit card statement will be acceptable.
4. Reimbursement will not be made when a member chooses to use personal Frequent Flyer Miles for transportation.
5. All claims shall be paid in USA or Canadian currency. The exchange rate will be determined at the time the claim is

processed by ASHRAE.

6. Society issued credit card benefits are the property of the party to whom the card is issued.

7-9

**ROB Section 2.301.005 MANUALS AND PROCEDURES be revised as follows**

*This council is responsible for reviewing, recommending changes and interpreting the following:*

- A. ~~RAL Sub-Region Chair Qualifications and Responsibilities~~ Manual of Chapter Operations
- B. Fees, Dues and Privileges
- C. Criteria for Formation of a New ASHRAE Region
- D. Criteria for the Formation of a New Chapter
- E. Chapter Technical Publications
- F. Chapter and student branch constitutions and bylaws
- G. Manual for Conducting a Chapters Regional Conference
- H. Region Operations Manual

**ACTION ITEMS**  
Society Rules Committee Meeting  
**June 28, 2022**

<b>No. – Pg.</b>	<b>Responsibility</b>	<b>Summary</b>
1-4	Staff	Determine the best method of distribution for changes to the ASHRAE Simplified Rules of Order & Meeting Fundamentals and the Quick Reference.
2-8	Staff	Work to determine if household members are allowable for travel under tax regulations.

**MINUTES**  
Society Rules Committee Meeting  
**June 28, 2022**

**MEMBERS PRESENT:**

Doug Fick, Chair  
Ken Cooper, Vice Chair  
Mike Bilderbeck  
Bert Phillips  
Ron Gagnon  
Adrienne Thomle  
Don Brandt, Coordinating Officer

**GUESTS PRESENT:**

Ashish Rakheja  
Spencer Morasch  
Mick Schwedler  
Adrienne Mitoni  
Billy Austin  
Dunstan Macauley  
Trent Hunt

**STAFF PRESENT:**

Joyce Abrams, Staff Director, Membership  
Candace Devaughn, Manager - Board Services  
Chandrias Jolly, Assistant Manager - Board Services

**CALL TO ORDER**

Mr. Fick called the meeting to order at 10:01am.

**CODE OF ETHICS**

Mr. Fick read the ASHRAE Code of Ethics commitment and the Toronto Land Acknowledgment as requested by the Toronto Chapter.

**ROLL CALL**

Roll call was done. A quorum was present.

**REVIEW OF AGENDA**

Item, *Proposed ROB Edits – Members Council*, was added to New Business.

Mr. Fick acknowledged the presence of Mr. Schwedler.

Mr. Schwedler thanked the committee for their ongoing work and for their work with the newly implemented Simplified Rules of Order. He shared that as Roberts Rules of Order is generally not used outside of North America, the simplified rules have helped to streamline meeting guidance that can sometimes be perceived as confusing.

Mr. Bilderbeck asked Mr. Schwedler if he had a tentative timeline of when the major societal reorganization may occur that has been discussed for the past year or so.

Mr. Schwedler advised Mr. Bilderbeck and the committee that a subcommittee of the BOD will be making that change. As this is a major organizational change, there is a 60-day cool off period after the motion has been presented to the BOD. It should also be noted that changes brought forth by the BOD subcommittee may also come with changes to the bylaws.

The committee requested that Mr. Schwedler ask the BOD if SRC may receive advance notice of any intended ROB and bylaw changes as they may come up in the 2022-23 Society Year. Mr. Fick shared that some committee members have heard that the changes, if proposed, may be complex and as a result, should be made available to the committee as soon as possible.

Mr. Schwedler advised the committee that if the motion is made during the Wednesday BOD meeting, it will be in open session.

Ms. Abrams noted that she is a member of the BOD subcommittee that will be working to identify any potential changes to the bylaws and ROB.

Mr. Fick notified the committee that if there is additional time at the end of the meeting, this will continue to be discussed.

### **APPROVAL OF MINUTES**

Mr. Cooper moved and Mr. Gagnon seconded that

- (1) The minutes from the Society Rules Committee Meeting on May 23, 2022, be approved as presented.**

**MOTION 1 APPROVED** (Unanimous Voice Vote, CNV)

### **ACTION ITEM REVIEW**

All action items were reported as complete.

### **ASHRAE LEADERSHIP PRESENTATION**

Mr. Brandt presented the Leadership Presentation for the 2022 Annual Conference. Below is a summary of the items noted during the presentation:

*Details of the DEI Subcommittee for the 22-23 Society Year were noted. The subcommittee, as part of their ongoing efforts, have been approved for funding by the BOD for the next three years.*

*The last meeting of the TFBD will take place during the conference. A TFBD ExCom has been appointed and new products will be created as a result of the new group.*

*Shared that there has been an increase in the activities of government affairs. Commended GAC on the rise of involvement of government activities in the midst of the pandemic.*

*Certifications were noted. The OPMP certification will sunset. For members that still have it, it will expire naturally. Currently, new certifications are being investigated to replace the OPMP certification.*

*Noted AHR Expo and how 50,000 square feet has already been sold.*

Mr. Brandt thanked the committee and asked for questions.

Mr. Bilderbeck asked for details regarding new members receiving free registration to the ASHRAE Winter and Annual Conferences. There is currently a path for student members to become associate members through the smart start program. Does this qualify for free conference registration?

Ms. Abrams notified the committee that the reference to free conference registration for the Winter and Annual Conferences refers to full dues paying members only. A three-year ramp up is needed for students that are a part of the smart start program. To qualify for the free registration, members have to be brand new meaning they were not a student member previously.



**FOR INFORMATION ONLY: ROB CHANGE LOG**

A log of changes made throughout the Society year by SRC were noted as an informational item.

Typically, the log represents editorial changes made that do not directly change overall organizational structure, policies, or fiscal matters. This year, the log represents overall changes as the ROB has undergone major restructuring. All changes listed have been previously BOD approved.

**ROB EDITS FOR REVIEW****New Investment Policy (approved by BOD in Vegas, FYI only)**

Mr. Fick notified the committee that the investment policy as attached to the agenda is for information purposes only to make the committee aware that it will be added to the ROB.

**PEAC ROB Section 2.417**

Edits to ROB Section 2.417 were reviewed. Staff shared with the committee that edits as presented allow the President-Elect more flexibility in how members of the group are appointed.

In reviewing edits to section 2.417, there was discussion if the word, *their*, should be changed as highlighted below:

**2.417 PRESIDENT-ELECT ADVISORY COMMITTEE****2.417.001 SCOPE AND PURPOSE**

The scope of the President-Elect Advisory Committee is to advise and assist the President-Elect in planning and integration of the strategic plan into all elements of ASHRAE including their presidential message.

Mr. Cooper shared that this may not be the correct terminology in respect to DEI initiatives.

After further review, the committee decided to leave the word as is.

Mr. Gagnon moved and Mr. Bilderbeck seconded that

**(2) ROB Section 2.417 regarding the President-Elect Advisory Committee be revised as follows**

**2.417 PRESIDENT-ELECT ADVISORY COMMITTEE****2.417.001 SCOPE AND PURPOSE**

The scope of the President-Elect Advisory Committee is to advise and assist the President-Elect in planning and integration of the strategic plan into all elements of ASHRAE including their presidential message.

**2.417.002 MEMBERSHIP**2.417.002.1 Composition

(16-06-29-03/15-01-28-19)

This committee shall consist of nine (9) voting members, including the President-Elect ~~who is the chair~~, the Treasurer ~~who is the vice chair~~, and seven (7) appointed members.

A Chair and Vice Chair shall be selected from the nine (9) voting members.

The Executive Vice President shall sit on the committee as a nonvoting member.

2.417.002.2 Qualifications

(15-01-28-19)

Members to serve at the pleasure of the President-Elect for the one-year term of the committee.

**MOTION 2 APPROVED (5:0:0, CNV)**

**SIMPLIFIED RULES OF ORDER EDITS****ASHRAE Simplified Rules of Order & Meeting Fundamentals Edits**

Mr. Fick shared that edits as presented represent requests from other members that clarity be added regarding when motions should be seconded.

It was moved and seconded that

**(3) Edits to ASHRAE Simplified Rules of Order & Meeting Fundamentals be approved as presented below:**

...

**Principles of Parliamentary Procedure**

...

10. \_\_\_\_\_ There is no need for a motion to receive a committee or task force report. The adoption of the agenda has guaranteed that the report will be heard as long as it is written on the agenda. Motions brought forth through- subcommittee reports and reporting bodies do not need a second (provided the group is composed of more than one person) . The chairperson moves acceptance, and a second is unnecessary because the motion is being made on behalf of a the subcommittee of committee members that have already approved the motion. A second is implied by motions made from these groups as more than one member of the duly appointed<sup>1</sup> group (council, committee, subcommittee) agree the motion is worth discussion.

...

<sup>1</sup> duly appointed in relation to these rules is defined as formally appointed and authorized to act on behalf of and do all things for which is entitled as outlined in the ROB. Duly appointed groups often contain leadership that has been directly selected by the BOD and/or President-Elect and have been given autonomy to bring motions forward to their reporting bodies. Though a second is not needed from these groups, the groups ExO/CO, where applicable, may second the motion brought forward to solidify that the motion is worth discussion.

...

**MOTION 3 APPROVED (5:0:0, CNV)**

**ASHRAE Simplified Rules of Order – Quick Reference Edits**

Mr. Fick updated the committee that the Simplified Rules of Order and Quick Reference have been made available to all councils and committees and at the Chapter level. If we make the intended changes today, will there be version confusion? If it is the will of the committee, we can vote and make this change and then update the document later.

Mr. Fick inquired how the original Simplified Rules of Order and Quick Reference were distributed.

Staff notified the committee that the original Simplified Rules of Order and Quick Reference were sent to all committee and council chairs. The documents were also sent to Chapter Presidents, President-Elects, and Secretaries with a note to distribute to whoever may find the information useful for meeting preparation. It was also noted that to prevent version confusion, a date is available at the top of both documents to represent which version of the document is being viewed.

**ACTION ITEM – Staff will determine distribution the best method of distribution for changes to the ASHRAE Simplified Rules of Order & Meeting Fundamentals and the Quick Reference.**

It was moved and seconded that

(4) Edits to ASHRAE Simplified Rules of Order & Meeting Fundamentals Quick Reference be approved as presented below:

**ASHRAE Simplified Rules of Order – Quick Reference**

Guiding Principles:

- Quorum is required before business can be conducted.
- Everyone has the right to participate in discussion if they wish before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. ~~A motion~~ requires a second to be considered unless they are brought forth by a subcommittee or reporting body where a second is implied. If a matter is brought forward by only one member, and if there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

...

<b><u>Order of Precedence of Motions</u></b>					
The rules are in descending order of importance. A rule higher in the table takes precedence over one lower in the table. Implication is that everything takes precedence over the main motion on the floor.					
Rule	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Adjourn (End meeting)	X			Majority	
Recess	X		X	Majority	
Table	X			Majority	
Close Discussion	X			2/3 <sup>rds</sup>	X
Limit Debate	X		X	2/3 <sup>rds</sup>	X
Postpone to a later time (##)	X	X	X	Majority	X
Refer to Committee	X	X-(+)	X	Majority	X
Kill a Motion	X			Majority	X
Amend Motion (* #)	X	X		Majority	X
Postpone Indefinitely (**)	X	X	X	Majority	X
Main Motion <u>(brought forward by one member of the body)</u>	X	X	X	Majority	X
<u>Subcommittee/ Reporting Body Motion (exception to the order of precedence unless made as a main motion)</u>		<u>X</u>	<u>X</u>	<u>Majority</u>	<u>X</u>

MOTION 4 APPROVED (5:0:0, CNV)

**DRAFT BOD DOCUMENTS****BOD MOP**

The current version of the draft BOD MOP with comments received from the BOD was reviewed. A summary of comments for each section reviewed has been provided below:

## Section 6 - Director Responsibilities

*Could there be two different interpretations for the section? Maybe the title of the section should be changed?*

*There were comments that everyone on the BOD is a Director and as a result, the section applies to the whole BOD.*

*Staff and the committee's coordinating officer confirmed that not everyone on the BOD is a director. Members of ExCom are considered officers.*

*Past members of the BOD shared that there has always been a clear and intentional separation of director responsibilities and officer responsibilities.*

*Should we update section 6.1 to provide clarity regarding who the section is addressing?*

There was consensus that section 6 be updated as follows with all proceeding sections tabbed under to represent that all apply to directors as mentioned:

6.1. Directors-at-Large and Directors and Regional Chairs serve ~~Serves~~ as a members of the Board of Directors and participates in formulating recommendations concerning policies, procedures, and operation of the Society.

~~6.2.1.~~ 6.1.1. May be assigned as non-voting Board Ex Officio members (Board ExO) of one or more standing committees as described in ROB 2.200.00.04.

~~6.2.1.~~ 6.1.2 Shall provide support to assigned committees as noted in the Board Reference manual.

~~6.2.2.~~ 6.1.3 Shall assess the committee's scope, operation and personnel and suggest changes in an annual report to the BOD and responsible Council.

6.1.4 Assist the committee in preparing recommendations to Council and present committee recommended motions to the council.

~~6.2.3.~~ 6.1.5 Inform Coordinating Officer of deliberations or resolutions which may affect the general policies of the Society)

...

## Section 13 – Immediate Past President

*It was noted that capitalization as written in the section is how it appears in the ROB. Should we fix this?*

Mr. Fick noted that this is a capitalization question. The committee has been provided with some guidelines that the Marketing and Publications Departments use for consistent application of punctuation and capitalization.

He notified the committee that Ms. Abrams has agreed, as her schedule allows, to review the ROB, to apply existing capitalization rules to the document.

The committee agreed to update the section based on standard English grammar/capitalization guidelines.

#### Section 16 – Permanent Board Subcommittees

*There was discussion regarding whether the composition of the DEI subcommittee as listed is written as intended. Should we update this or leave as is being that this may be outside of the purview of the committee?*

*Agreed to allow the composition of the DEI subcommittee to remain as is as it was noted that the President-Elect has the discretion to appoint as they would like.*

*Why is the DEI subcommittee not a standing committee?*

*The committee was informed that the members of the DEI subcommittee, when originally created, were intended to be members of the highest body within ASHRAE. As a result, a subcommittee was created to ensure that only BOD members would be added. Members of the BOD also already have transportation costs covered and would not incur any additional expenses as opposed to a standing committee.*

Mr. Gagnon moved and Mr. Phillips seconded that

**(5) The Board of Directors MOP as presented and with additional edits as noted be approved as presented in ATTACHMENT A.**

**MOTION 5 APPROVED (5:0:0, CNV)**

#### **BOD Reference Manual**

Mr. Cooper reported on the status of the draft BOD Reference Manual. Preferred that the reference manual not be addressed until the BOD MOP has been approved.

The committee agreed with Mr. Cooper and will work to finalize the BOD Reference Manual at a later date.

#### **NEW BUSINESS**

##### **ExCom AmEx Card Points**

Mr. Brandt notified the committee that ExCom members receive an AmEx card at the beginning of their terms of service. At the end of service, there are points associated with the use of the card.

There was discussion within ExCom regarding how the points associated with AmEx cards should be handled.

Mr. Brandt conveyed that he felt the points should be returned to the members in some way and shouldn't be for ExCom's personal use.

After much discussion, ExCom decided it is allowable for the AmEx card points to be used by the respective senior officer and that this should be updated in the ASHRAE travel policy.

It was moved and seconded that

**(6) The ASHRAE Travel Reimbursement Policy be updated as follows:**

1.201.027.4 Conditions

A. Transportation

...

B. Documentation

1. Travel expense reimbursement claims must be made on the approved ASHRAE form and must bear the signature of the Society officer or chair authorizing the travel, if applicable.
2. All claims should be submitted to ASHRAE's comptroller within 30 days of the travel date. Claims submitted after 90 days will not be reimbursed.
3. Original receipts, or electronic copies of original receipts, or tickets, must be included with any travel reimbursement claim and must clearly show the amount claimed. With the advent of ticketless travel, a receipt from the travel agency or airline or a credit card statement will be acceptable.
4. Reimbursement will not be made when a member chooses to use personal Frequent Flyer Miles for transportation.
5. All claims shall be paid in USA or Canadian currency. The exchange rate will be determined at the time the claim is processed by ASHRAE.

6. Society issued credit card benefits are the property of the party to whom the card is issued.

**MOTION 6 APPROVED (5:0:0, CNV)****ROB References (Spouse)**

Mr. Fick notified the committee that the ROB, specifically Volume 1, references the phrase, *domestic partners*. The travel reimbursement policy references the term *spouse*. There is a possibility that the term *spouse* may not apply to all situations. *Partner* may be seen as more inclusive. There have been several higher level ASHRAE members who would like their children to accompany them during travel. Is the language in the ROB restrictive?

Staff shared with the committee that the term *companion* is frequently used to represent a plus one for the member that is traveling on behalf of ASHRAE.

There were comments that a tax requirement for ASHRAE is that the terminology, *married partner*, should be used to represent the plus one for a member traveling on behalf of ASHRAE.

**ACTION ITEM – Staff will work to determine if household members are allowable for travel under tax regulations.**

AI-2

Mr. Brandt notified the committee that during the discrimination prevention training undergone by the BOD, the terms *spouse* or *significant other* could be used so that it is not assumed that everyone is married.

**Proposed ROB Edits – Members Council**

SRC reviewed ROB edits as proposed from Members Council in response to the below motions set to be included on an upcoming report to the BOD:

*Motion 1 - Honors and Awards review which awards should be approved by the BOD due to the prestige of the award and propose changes to the ROB.*

The committee reviewed the changes and recommended that the BOD provide feedback that the changes as presented represent the intended direction of the BOD referral sent to Members Council.

It was noted that there are numerous changes that will be required if the motion brought forward from Members Council regarding BOD approved awards is approved by the BOD.

*Motion 4 - Planning Subcommittee recommends to Members Council that Members Council ROB 2.301.005, Manuals and Procedures, be revised as shown below.*

**2.301.005 MANUALS AND PROCEDURES**

*This council is responsible for reviewing, recommending changes and interpreting the following:*

- I. ~~RAL Sub-Region Chair Qualifications and Responsibilities~~ Manual of Chapter Operations*
- J. Fees, Dues and Privileges*
- K. Criteria for Formation of a New ASHRAE Region*
- L. Criteria for the Formation of a New Chapter*
- M. Chapter Technical Publications*
- N. Chapter and student branch constitutions and bylaws*
- O. Manual for Conducting a Chapters Regional Conference*
- P. Region Operations Manual*

The committee reviewed changes as presented. It was noted that the changes reflect the current operations of the council.

It was moved and seconded that

**(7) ROB Section 2.301.005 MANUALS AND PROCEDURES be revised as follows**

*This council is responsible for reviewing, recommending changes and interpreting the following:*

- Q. ~~RAL Sub-Region Chair Qualifications and Responsibilities~~ Manual of Chapter Operations*
- R. Fees, Dues and Privileges*
- S. Criteria for Formation of a New ASHRAE Region*
- T. Criteria for the Formation of a New Chapter*
- U. Chapter Technical Publications*
- V. Chapter and student branch constitutions and bylaws*
- W. Manual for Conducting a Chapters Regional Conference*
- X. Region Operations Manual*

**MOTION 7 APPROVED (5:0:0, CNV)**

**CHANGE OF CHAIR**

Mr. Fick thanked the committee for all of their work throughout the year as a lot had been accomplished.

He turned the meeting over to Mr. Cooper

**Recognition of Outgoing Members**

Mr. Cooper recognized Mr. Fick as an outgoing member and chair. Shared that he learned a lot from Mr. Fick and appreciates that the committee was guided in the right direction. He also thanked Mr. Brandt for his wisdom as coordinating officer.

He shared that the future changes regarding the BOD reorganization may be the driver for a multitude of ROB changes regarding the BODs composition. He reminded the committee that the intent of any changes proposed is that every BOD member is able to serve their full term.

**2022-23 MBOs and Assignments**

Mr. Cooper briefly reviewed MBOs and assignments for the upcoming Society Year.

**FUTURE MEETINGS**

**New Member Orientation Date**

Mr. Cooper notified the committee that a new member orientation will not be conducted, and mentors have been assigned.

**ADJOURNMENT**

The meeting was adjourned at 5:30PM.

A handwritten signature in black ink, appearing to read 'DF', is written over the text 'Respectfully Submitted,'.

Respectfully Submitted,

Doug Fick, Chair