



Shaping Tomorrow's  
Built Environment Today

**MINUTES**

**SOCIETY RULES COMMITTEE MEETING**

**Tuesday, May 26, 2020**  
**11:00 am – 12:00 pm**

*Note: These minutes are the official record of minutes voted on and approved by SRC at the June 24, 2020 meeting.*

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May 26, 2020

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**PRINCIPAL MOTIONS**  
 Society Rules Committee Meeting  
 May 26, 2020

No. – Pg.	Motion
1-4	<p><b>Mr. Macauley moved, and Mr. Fick seconded,</b></p> <p><b>that all references of the Partnership for Air Conditioning, Heating, Refrigeration Accreditation (PAHRA) be removed in the ROB as presented</b></p> <p>3.1.3 Scholarships shall be available to full-time undergraduate pre-engineering, engineering, or engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution provided the student is pursuing a course of study which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met.</p> <ul style="list-style-type: none"> <li>• The institution hosts a recognized ASHRAE student branch, or</li> <li>• The degree program is accredited by an agency recognized by ASHRAE as listed in 3.1.4 of these Rules.</li> </ul> <p>3.1.4 Accreditation Agencies Recognized by ASHRAE for the purpose of awarding Society scholarships. (09-01-28-03)</p> <ul style="list-style-type: none"> <li>• ABET – Accreditation Board for Engineering and Technology</li> <li>• <del>PAHRA – Partnership for Air Conditioning, Heating, Refrigeration Accreditation</del></li> <li>• Any institution outside the USA that is recognized by an accrediting agency that is a signatory of the Washington or Sydney Accords.</li> <li>• Any accrediting agency outside the USA that has a signed Memorandum of Understanding with ABET.</li> </ul> <p>3.1.5 Applicants must have a cumulative grade point average of at 3.0, where 4.0 is the highest or a class standing of no less than the top 30% (evidenced by an official transcript of grades and/or an official statement from a school administrator) and a least one full semester of two quarters of undergraduate study remaining in the academic year for which the scholarship is awarded.</p>
2-4	<p><b>Mr. Klock moved, and Mr. Macauley seconded,</b></p> <p><b>that ROB Sections 2.411.003.4 Board-Approved Awards Not Named for Individuals and 2.411.003.5 Awards be edited as follows</b></p> <p>2.411.003.4 Board-Approved Awards Not Named for Individuals  <del>L. Comfort Cooling Award for Project Excellence (16-06-29-29-17/05-02-10-21-01-16-19)</del></p> <p>2.411.003.5 Award Programs</p> <p>C. This committee shall receive recommendations from the following committees and councils for awards and recommend them to Members Council for approval:          Award: Lower-GWP Refrigeration &amp; Air-Conditioning Innovation Award          Recommending Committee: UN Environment Liaison Committee. (18-03-02-01)</p> <p style="text-align: center;">Award <span style="float: right;">Recommending Committee</span></p>

Lincoln Bouillon Membership Award	Membership Promotion
William J. Collins, Jr. RP Award	Research Promotion
Homer Addams Award	Research Administration
John F. James International Award	Members Council
Ralph G. Nevins Physiology and TC 2.1, Physiology And Human Environment Award	Environment
E.K. Campbell Award of Merit	Life Members Club
Milton W. Garland Commemorative Refrigeration Award for Project Excellence	Refrigeration
Journal Paper Award	Publications
Government Activities Award	Grassroots Government Advocacy
Standards Achievement Award	Standards
Poster Presentation Award	Conferences and Expositions
Dan Mills Technical Award	Chapter Technology Transfer
Student Activities Achievement Award Chapter Program Star Award	Student Activities Chapter Technology Transfer
<del>Refrigeration Comfort Cooling Award for Project Excellence</del>	<del>Refrigeration</del>
Service to ASHRAE Research Award	Research Administration
George B. Hightower Technical Achievement Award	Technology Activities
Donald Bahnfleth Environmental Health Award	Environmental Health
Louis Flagg Historical Award	Historical
Refrigeration "R" in ASHRAE Award	Chapter Technology Transfer
Young Engineers in ASHRAE (YEA) Award of Individual Excellence	Young Engineers in ASHRAE (YEA)
Youth Outreach Award	Student Activities
HVAC&R Research Best Paper Award	Research Journal Subcommittee

3-6

**Mr. Klock moved, and Mr. Macauley seconded,**

**that the newly approved Distinguished 75-Year Member Award be added to ROB Section  
2.411.03.4 Board -Approved Awards Not Named for Individuals**

2.411.003.4 Board-Approved Awards Not Named for Individuals

S. The Distinguished 75-Year Member Award is established to recognize a member who has been a member for a minimum of 75 years, and is either a Past Society President, a Fellow, has received the Distinguished Service Award or has performed outstanding service to the Society.

**ACTION ITEMS**  
Society Rules Committee Meeting  
May 26, 2020

No. – Pg.	Responsibility	Summary
1-2	Mr. Klock/ Staff	Email committee chairs and vice chairs and provide the specific sections of the ROB that pertain to their committee while requesting review and feedback. (Carryover from September 9, 2019)
2-2	Staff	Update the reviewed Scholarship MOP edits to reflect that all references to the Annual and Winter Meeting should be listed as the Winter and Annual Meeting .
3-2	Staff	Forward all suggested edits to Scholarship for review and request a final version of their MOP be sent back to SRC for review.
4-2	Mr. Fick	Send a revised version of the ROB Volume 2 edits to reflect that all references to the Annual and Winter Meeting should be listed as the Winter and Annual Meeting.
5-2	Mr. Fulk	Update the SRC MOP to reflect changes that were not originally added in the 2019 approved version as well as those that Larry Markel suggested be added in a marked up version of the 2014 version and provide a recommended consolidated update at the Annual Meeting.
6-2	Staff	Update SRC MOP Section 8 to accurately reflect MOPs maintained by SRC.
7-2	Staff	Determine if the GAC MOP is now maintained by Members Council.
8-3	Staff	Provide ROB Section 2.103.003.8 for review by Members Council and the Publishing and Education Council with suggestions to remove and modify to match current practices.
9-3	Mr. Klock	Review the ASHRAE Smoking Policy and provide an update to ROB Section 2.105.017 Smoking Policy based on findings.
10-3	Staff	Confirm with Mr. Littleton if the benefit of Business Club Memberships as listed in ROB Section 2.105.108 is still offered.
11-3	Staff	Confirm with the Finance Committee if the \$250,000 program expense limit for each new program applies to all Councils as listed in ROB Section 2.300.006.1.
12-3	Staff	Forward ROB Section 2.407.003.6 to ExCom with a note that the annual Society Theme is formulated by the President-Elect and request feedback on the intended change.
13-4	Staff	Forward SRCs recommendation to the Standards Committee that ROB Section 2.425 .002.2 concerning Standards Committee representation be updated to reflect ASHRAE as a global Society.
14-6	Staff	Provide SRCs feedback regarding letter ballot rules for Committees to ExCom.

**MINUTES**  
Society Rules Committee Meeting  
May 26, 2020  
11:00 am- 12:00 pm

**MEMBERS PRESENT:**

Ken Fulk  
Doug Fick  
Bill Klock  
Dunstan Macauley  
Bill Dean

**STAFF PRESENT:**

Candace DeVaughn, Manager of Board Services  
Chandrias Jacobs, Coordinator of Board Services

**CALL TO ORDER**

Mr. Fulk called the meeting to order on Tuesday, May 26 at 11:09 am. 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**

The agenda was reviewed and accepted as presented.

**ACTION ITEMS REVIEW**

Action items 2-8 were reported as complete. Action item 1 was reported as ongoing.

**MOP EDITS FOR REVIEW/APPROVAL**

**PEC MOP**

Mr. Fulk noted that the PEC MOP was sent to PEC for review with recommended edits. PEC has been instructed to submit their revised MOP back to SRC for approval.

**Scholarship MOP**

Edits to the scholarship MOP as presented were reviewed. Several comments included in the MOP were brought forward to the Committee for review.

The process for recommendations of Scholarship Trustees was reviewed as a part of the recommended edits.

It was noted that as a part of the recommended edits to the Scholarship MOP, references to the ASHRAE Conferences should be listed in the same manner as the ROB.

**Staff will update the Scholarship MOP so that all references to the Annual and Winter Meeting are listed as “Winter and Annual Meeting.” ACTION ITEM**

**Staff will forward all suggested edits to the Scholarship for review and comment and request a final version of the MOP be sent back to SRC for review. ACTION ITEM**

AI-3

**Mr. Fick will send a revised version of the ROB Volume 2 edits to reflect that all references to the Annual and Winter Meeting should be listed as the “Winter and Annual Meeting.” ACTION ITEM**

AI-4

The inclusion of the Society ethics statement was also discussed for addition to the Scholarship MOP. There was consensus that this is currently not done in any other Committee MOPs and will not be added to the Scholarship MOP.

#### **SRC MOP**

Edits to the SRC MOP were reviewed.

Mr. Fulk commented that edits to the SRC MOP were completed in June 2019 by Mr. Markel. It was noted that the 2019 version did not include all of the changes originally approved.. It was decided that an additional review of the SRC MOP will need to take place to incorporate all of the changes originally proposed.

**Mr. Fulk will update the SRC MOP to reflect changes that were not originally added in the 2019 approved version as well as those that Larry Markel suggested be added in a marked up version of the 2014 version and provide a recommended consolidated update at the Annual Meeting. ACTION ITEM**

AI-5

It was noted that section 8.6 of the SRC MOP lists that the Government Affairs MOP is maintained by SRC. As the Government Affairs Committee now reports to Members Council, there was consensus that this should be updated.

There was discussion of whether or not SRC continues to maintain the GAC MOP.

**Staff will update SRC MOP Section 8 to accurately reflect MOPs maintained by SRC. ACTION ITEM**

AI-6

**Staff will determine if the GAC MOP is now maintained by Members Council. ACTION ITEM**

AI-7

It was noted that Section 10 should be completely removed from the SRC MOP as this information no longer applies.

#### **ROB VOLUME 2 EDITS**

Edits to ROB Volume 2 were reviewed. There was consensus that most of the edits as presented were editorial, however, several intended edits will require feedback from respective Committees and Councils.

ROB Section 2.101.002 was reviewed. There was consensus that this section was an editorial change and should be revised as follows:

##### 2.101.002 Rules of Order

Unless otherwise specified in the rules, the operation of Society shall be governed by Robert’s Rules of Order Newly Revised. The Society Parliamentarian shall be responsible for determining the specific version ~~to use~~.

ROB Section 2.101.002 was reviewed. There was consensus this section was an editorial change as the word initiate would mean that that the Society should begin a sponsored insurance program

##### 2.103.003.3 Insurance (69-01-26-04/91-01-23-20c)

The Society shall ~~initiate~~ offer a sponsored insurance program for the membership.

ROB Section 2.103.003.8 Single-year CD was reviewed. There was discussion that though a CD is no longer offered, Members Council and the Publishing and Education Council should have a chance to review this



section before SRC makes changes.

As the section addresses member benefits , Members Council may want to modify this section to incorporate recent changes in the membership model. There may also be modifications to this section from Publishing and Education Council.

**Staff will provide ROB Section 2.103.003.8 to Members Council and the Publishing and Education Council for review, with the recommendation to modify the section to match current practices. ACTION ITEM**

**AI-8**

ROB Section 2.104.017.1 was reviewed and considered an editorial change as follows:

2.104.017.1

At each Winter and Annual Meeting of the Society, the following functions shall be included in the program:

1. Plenary Session, 2. President's Luncheon, 3. ~~Banquet~~-Members Night Out.

ROB Section 2.105.017 Smoking Policy was reviewed. Mr. Klock noted that this had been reviewed prior, however, changes were not implemented. The section as currently listed only includes Atlanta Headquarters and the Washington Office. There was consensus that this section should include all ASHRAE offices.

**Mr. Klock will review the ASHRAE Smoking Policy and provide an update to ROB Section 2.105.017 Smoking Policy based on findings. ACTION ITEM**

**AI-9**

ROB Section 2.105.108 Business Club Membership was reviewed. There was consensus that research should be done to determine if this benefit is still being offered.

**Staff will confirm with Mr. Littleton if the benefit of Business Club Memberships as listed in ROB Section 2.105.108 are still offered. ACTION ITEM**

**AI-10**

ROB Section 2.300.006.1 concerning Fiscal Authority was reviewed. There was discussion regarding the new program annual expense limit of \$100,000 for ASHRAE Councils that requires BOD approval.

It was noted that Tech Council now has the authority to implement new programs not exceeding \$250, 000 before requiring BOD approval.

It was decided that clarification would be needed to determine if the \$100, 000 expense limit, as listed in the ROB, applies to all ASHRAE Councils before this section can be updated.

**Staff will confirm with the Finance Committee if the \$250,000 program expense limit for each new program applies to all Councils as listed in ROB Section 2.300.006.1. ACTION ITEM**

**AI-11**

ROB Section 2.407.003.6 was reviewed. It was noted the annual Society Theme for the upcoming Society Year is formulated by the President-Elect- Advisory Committee.

There was consensus that this section should be reviewed by ExCom before any changes are made.

**Staff will forward ROB Section 2.407.003.6 to ExCom with a note that the annual Society Theme is formulated by the President-Elect and request feedback on the intended change. ACTION ITEM**

**AI-12**

ROB Section 2.411.002.2 Honors and Awards Qualifications was reviewed as an editorial change.

It was decided that as the work of the Committee happens in Executive Session, the ROB should be updated as follows:

2.411.002.2 Qualifications

- A. For balance, it is desirable that the committee membership include at least one Presidential Member, at least one Fellow, at least one resident of Canada, and at least one resident from outside the U.S. and Canada.
- B. Since the work of this committee ~~is secret~~ occurs in Executive Session, members should have a reputation for discretion.
- C. All members should possess high professional stature.

ROB Section 2.425 .002.2 Standards Committee Qualifications, D. was reviewed. There was discussion that Committee representation as listed, should be updated to reflect that ASHRAE is a diverse Society.

**Staff will forward SRCs recommendation to the Standards Committee that ROB Section 2.425 .002.2 concerning Standards Committee representation be updated to reflect ASHRAE as a global Society. ACTION ITEM**

**AI-13**

#### **REQUESTS FOR ROB REMOVAL**

##### **ExCom Request – Removal of PAHRA References from ROB due to disassociation**

ExCom's request for the removal of PAHRA references in the ROB was reviewed.

**(1) Mr. Macauley moved, and Mr. Fick seconded,**

**That all references of the Partnership for Air Conditioning, Heating, Refrigeration Accreditation (PAHRA) be removed in the ROB as presented**

3.1.3 Scholarships shall be available to full-time undergraduate pre-engineering, engineering, or engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution provided the student is pursuing a course of study which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met.

- The institution hosts a recognized ASHRAE student branch, or
- The degree program is accredited by an agency recognized by ASHRAE as listed in 3.1.4 of these Rules.

3.1.4 Accreditation Agencies Recognized by ASHRAE for the purpose of awarding Society scholarships. (09-01-28-03)

- ABET – Accreditation Board for Engineering and Technology
- ~~PAHRA – Partnership for Air Conditioning, Heating, Refrigeration Accreditation~~
- Any institution outside the USA that is recognized by an accrediting agency that is a signatory of the Washington or Sydney Accords.
- Any accrediting agency outside the USA that has a signed Memorandum of Understanding with ABET.

3.1.5 Applicants must have a cumulative grade point average of at 3.0, where 4.0 is the highest or a class standing of no less than the top 30% (evidenced by an official transcript of grades and/or an official statement from a school administrator) and a least one full semester of two quarters of undergraduate study remaining in the academic year for which the scholarship is awarded.

**MOTION PASSED (4:0:0 CV)**

##### **Honors and Awards Request – ROB Updates due to BOD Approved Motions**

ROB updates as requested by the Board, were reviewed:

(2) Mr. Klock moved, and Mr. Macauley seconded,

that ROB Sections 2.411.003.4 Board-Approved Awards Not Named for Individuals and 2.411.003.5 Award Programs be edited as follows

2.411.003.4 Board-Approved Awards Not Named for Individuals

~~L. Comfort Cooling Award for Project Excellence (16-06-29-29-17/05-02-10-21-01-16-19)~~

2.411.003.5 Award Programs

C. This committee shall receive recommendations from the following committees and councils for awards and recommend them to Members Council for approval:

Award: Lower-GWP Refrigeration & Air-Conditioning Innovation Award

Recommending Committee: UN Environment Liaison Committee. (18-03-02-01)

<u>Award</u>	<u>Recommending Committee</u>
Lincoln Bouillon Membership Award	Membership Promotion
William J. Collins, Jr. RP Award	Research Promotion
Homer Addams Award	Research Administration
John F. James International Award	Members Council
Ralph G. Nevins Physiology and Human Environment Award	TC 2.1, Physiology and Human Environment
E.K. Campbell Award of Merit	Life Members Club
Milton W. Garland Commemorative Refrigeration Award for Project Excellence	Refrigeration
Journal Paper Award	Publications
Government Activities Award	Grassroots Government Advocacy
Standards Achievement Award	Standards
Poster Presentation Award	Conferences and Expositions
Dan Mills Technical Award	Chapter Technology Transfer
Student Activities Achievement Award	Student Activities
Chapter Program Star Award	Chapter Technology Transfer
<del>Refrigeration Comfort Cooling Award for Project Excellence</del>	<del>Refrigeration</del>
Service to ASHRAE Research Award	Research Administration
George B. Hightower Technical Achievement Award	Technology Activities

Donald Bahnfleth Environmental Health Award	Environmental Health
Louis Flagg Historical Award	Historical
Refrigeration "R" in ASHRAE Award	Chapter Technology Transfer
Young Engineers in ASHRAE (YEA) Award of Individual Excellence	Young Engineers in ASHRAE (YEA)
Youth Outreach Award	Student Activities
HVAC&R Research Best Paper Award	Research Journal Subcommittee

**MOTION PASSED (4:0:0 CV)**

(3) Mr. Klock moved, and Mr. Macauley seconded,

**that the newly approved Distinguished 75-Year Member Award be added to ROB Section 2.411.03.4 Board - Approved Awards Not Named for Individuals**

2.411.003.4 Board-Approved Awards Not Named for Individuals

S. The Distinguished 75-Year Member Award is established to recognize a member who has been a member for a minimum of 75 years, and is either a Past Society President, a Fellow, has received the Distinguished Service Award or has performed outstanding service to the Society.

**MOTION PASSED (4:0:0 CV)****OLD BUSINESS****Society Policy (Reconsideration of Negative Votes) Correspondence**

After reviewing the process of Councils concerning negative votes and letter ballots, it was determined that BOD letter ballot rules should not apply to all Committees.

**Staff will provide SRCs feedback regarding letter ballot rules for Committees to ExCom. ACTION ITEM**

**AI-14****NEXT MEETING**

The next SRC Meeting will be on June 24, 2020 from 1:00pm – 4:00pm during the Virtual Annual Conference.

**ADJOURNMENT**

The meeting was adjourned at 12:31 pm.

Respectfully Submitted,



Kenneth Fulk