

**Functional Group (FG) MANUAL OF PROCEDURES (MOP)**

For ASHRAE Technical Committees (TCs), Task Groups (TGs), and Technical Resource Groups (TRGs)

Refer to the separate MOP for Multidisciplinary Task Groups (MTGs)

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# Foreword

ASHRAE Technical Committees (FG) report to the Technical Activities Committee (TAC).

This Manual of Procedures (MOP) describes the methods and procedures by which the committees accomplish the duties and responsibilities assigned.

Other relevant Society documents are included by reference with a hyperlink when available.

This Manual of Procedure supplements but does not supersede the governing documents of ASHRAE such as the Certificate of Consolidation, Society Bylaws, Rules of the Board, and also higher-level Manuals of Procedures for TAC and Technology Council. Reference the ASHRAE website if hyperlinks are not provided.

Revision History

1. June 25, 2016 – Initial Release
2. January 28, 2017 – Spanish version created
3. October 19, 2018 – Revised to remove all references to Technical Bulletins and updated the Standards and Guidelines section for better clarity and agreement with PASA.
4. December 2018 Draft – Proposed addition of Section 7.4 Communications between TC/TG/MTG/TRG and other organizations.
5. June 27, 2020 – Proposed changes to 5.7.1 and 5.7.2 and made editorial changes throughout
6. July 27, 2021 - Add section 3.2.4.b on TC voting members with fiduciary duty to external organizations, and 7, 7.1, 7.1.5, and 7.4 on Contacts and Communications between ASHRAE, liaisons, TC and organizations. outside ASHRAE.
7. August 26, 2021 - Changes to 1.4.2.1 and 1.4.2.2 adding guidance on functional group balance and TAC approval.
8. March 1, 2022 Changes to 1.4.2.1 and 1.4.2.2 adding guidance on functional group balance and TAC approval.
9. **July 1, 2022 – major revisions to the TC MOP and separates the** **Multidisciplinary Task Groups (MTG) into a separate MOP document.**
	1. **Requires balance for voting membership and known financial interests in other entities (previously passed 8/26/21 and modified 3/1/22)**
	2. **Separates all references to Multidisciplinary Task Groups (MTGs) which will be covered in a separate revised document**
	3. **Requires that the Chair, Vice-Chair, and all voting members are also members of ASHRAE**
	4. **Recommendation to conduct virtual meetings between the Annual and Winter meetings**

# ACRONYMS:

BOD Board of Directors

CEC Conferences and Expositions Committee

CTTC Chapter Technology Transfer Committee

DOT Director of Technology

FAQ Frequently Asked Question

MORTS Manager of Research and Technical Services

MOS Manager of Standards

PASA Procedures for ASHRAE Standards Actions

PDC Professional Development Committee

PES Proposal Evaluation Subcommittee

RPM Remote Participants in Meeting

PMS Project Monitoring Subcommittee

PUB Publication Committee

StdC Standards Committee

RAC Research Activities Committee

ROB Rule of Board

RTAR Research Topic Acceptance Request

TAC Technical Activities Committee

TC Technical Committee

TG Task Group

TRG Technical Resource Group

TRP Tentative Research Project

WS Work Statement

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# Authority Documents as they apply to the FG MOP

**Commentary:**

The Authority Documents have been placed in the front of this Manual of Procedures, versus in an Appendix, so that a casual reader will be exposed to these most important documents.

## **Certificate of Consolidation**

**Commentary**:

On January 16, 1959, the American Society of Heating and Air-Conditioning

Engineers, Inc. and The American Society of Refrigeration Engineers merged. The

purpose of the consolidated corporation was stated in ten (10) guidelines ([Certificate Of Consolidation | ashrae.org](https://www.ashrae.org/about/governance/certificate-of-consolidation)). Only the first tenant is presented for brevity.

(**a) To advance the arts and sciences of heating, refrigeration, and air conditioning and ventilation, and the allied arts and sciences, for the benefit of the general public.**

**ASHRAE By-Laws (**[**https://www.ashrae.org/file%20library/about/governance/ashrae-bylaws---july-2021.pdf**](https://www.ashrae.org/file%20library/about/governance/ashrae-bylaws---july-2021.pdf)**)**

**Commentary:**

Section 7.8: Technical Activities Committee. This standing committee, the members of which are elected individually by the Board of Directors, shall plan for and have charge of the activities of the technical committees, task groups, and technical resource groups appointed to **further the advancement of the arts and sciences of heating, refrigerating, air conditioning, ventilating, and the allied arts and sciences for the public benefit.** Subject to the procedures prescribed by the Board of Directors, the Technical Activities Committee shall approve the formation of technical committees, task groups and technical resource groups as necessary to carry out the objectives of the committee. The committee shall also determine the scope of activities of each of these technical committees, task groups and technical resource groups.

**ASHRAE Code of Ethics (**[**https://www.ashrae.org/about/governance/code-of-ethics**](https://www.ashrae.org/about/governance/code-of-ethics)**)**

**Commentary:**

**This is stated in the Rules of the Board (ROB) section 1.140 CODE OF**

**ETHICS**

This is a unique attribute for an organization that does not require paid member to participate or any professional accreditation such as a Professional Engineers License. There are eight (8) requirements to follow, however, for the purpose of the FG MOP item E states: **“We shall avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist.”**

**ASHRAE Discrimination and Harassment Policy (**[**https://www.ashrae.org/about/governance/ashrae-discrimination-and-harassment-policy**](https://www.ashrae.org/about/governance/ashrae-discrimination-and-harassment-policy)**)**

**Rules of the Board (**[**https://www.ashrae.org/about/governance/rules-of-the-board**](https://www.ashrae.org/about/governance/rules-of-the-board)**)**

**Commentary:**

2.428.004 STRATEGIC PLAN: This committee **[TAC is responsible for assisting in the development of the Strategic Plan with the input of all the TCs]** shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a repost to the council prior to the Annual Meeting. The report includes the current status of each activity which support the fulfillment of the committee’s assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee’s constituents prior to the Annual Meeting.

## **Technical Activities Committee (TAC) Manual of Procedures** (MOP)

**(**[**https://www.ashrae.org/file%20library/communities/committees/standing%20committees/technical%20activities%20committee/tac-mop---2.5.2020.docx**](https://www.ashrae.org/file%20library/communities/committees/standing%20committees/technical%20activities%20committee/tac-mop---2.5.2020.docx)**)**

## **Organizational Chart**

**Commentary**: Here is where you fit into the ASHRAE organizational structure reporting to the Technical Activities Committee (TAC) through your Section Head.





#

# General

* 1. The Technical Activities Committee (TAC) shall authorize and administer the formation of Technical Committees (TCs), Task Groups (TGs), and Technical Resource Groups (TRGs), hereinafter referred to as Functional Groups (FGs).

**Commentary:**

The Technical Activities Committee (TAC) is considering a change to the Rules of the Board to disband TGs and TRGs and require them to: disband, merge with another FG, or transition to a new FG or MTG. The rationale is to better align the FGs with the ASHRAE Strategic Plan, re-organization efforts, and the emergence of virtual meetings.

Rules of the Board Section 2.428.001.2 This committee [TAC] shall coordinate the technical activities of the Society including appointment, development and oversight of the Technical Committees, Task Groups, Multidisciplinary Task Groups, and Technical Resource Groups.

* 1. These FGs shall be assigned to Sections created by TAC of topics of relevance to ASHRAE’s mission and vision with the assignment of a Section Head for each Section.
	2. A New FG may be proposed to TAC using the procedure found in [Appendix A.](#_bookmark56)
	3. Purpose
		1. **A TG is formed** when a field of interest is not covered in the scopes of existing TCs or when the field of interest encompasses the interests of more than one TC within the same Section. As required, TG functions may include Handbook Content Development, Program Development, Development of Publications, Research, and Standards Support. Should TGs continue to exist after two years and is of relevance to industry, TAC may choose to evolve the TG into a TC.
		2. **A TC** has a defined scope of activity which is constituted to provide the Society with technical expertise on subjects within that scope of activity. TC functions may include Handbook Content Development, Program Development, Development of Publications, Research and Standards Support.
		3. **A TRG is formed** when ASHRAE or its members have identified a special purpose need of the Society or the industry as a whole and plans to address the need on a specific timeline. The principal activities of the group are generally limited to the preparation, review, or revision of technical material. Such materials may include Handbook Development, Program Development, Development of Publications Standards Support.
	4. Scope
		1. Each FG shall be responsible for monitoring their title and scope and suggesting changes to be approved by TAC.
		2. Approved Scopes shall be posted on the FGs as well as the ASHRAE website
	5. FG Organization
		1. Each FG shall have a Chair and Vice Chair. A Secretary, webmaster, and membership subcommittee chair is also recommended.
		2. FG Voting Membership shall be comprised of individuals who
			1. In the opinion of the Chair, have recognized proficiency in the field of interest or have the expressed desire to gain proficiency in that field.
			2. Represent a stakeholder interest category of the industry such as users, contractors, product manufacturers, academics, consulting engineers, government agencies, independent sales representatives, trade organizations and research organizations. The Chair shall develop a list of relevant stakeholder interest categories for approval in accordance with the below provisions and shall maintain a balance of Members in these stakeholder interest categories. No single stakeholder interest category shall constitute a majority of the Voting Members of an FG. **TAC Chair approval is required when achieving such balance is not possible**.
			3. FG composition shall be approved by TAC based on the group’s defined title, purpose, and scope.
	6. Review
		1. Once a year, preferably at, or prior to, each Winter Society meeting, the FG Chair and Membership shall evaluate their progress in accomplishing the purpose for which they were constituted and recommend one of the following actions to their Section Head [

**Commentary:**

Also refer to 2.1.6.3.7 for additional action required for annual and semiannual review

* + - 1. Continue as a FG
			2. Merge with a FG and submit a revised scope for the merged FG
			3. Dissolve the FG.
			4. If an FG votes to disband, it must establish whether any current responsibilities should be continued and, if so, recommend existing FG(s) to assume the responsibilities and obtain those FG written concurrence.
	1. Reimbursement
		1. FG members are expected to pay their own expenses to attend meetings, unless agreed to by ASHRAE under special arrangements.

# Leadership

1. 1. Chair
		1. Appointed by the TAC Chair after consultation with the Section Head.
		2. Shall preferably have served at least one term as Vice Chair and/or Secretary.
		3. May be appointed for one or more one-year terms, but not normally to exceed two consecutive terms.
		4. An exception for additional consecutive terms may be granted by the TAC Chair provided the FG makes a written request with justification and that request is approved by the Section Head. Such an exception will only be approved if it serves the best interest of the Society.
		5. Responsibilities:
			1. Agenda - At least 30 days in advance of any official meeting, prepare an agenda of the business to be conducted at the meeting and distribute a copy to those receiving a notice of the meeting
			2. Minutes
				1. Ensure that draft minutes are distributed to all FG Members, guests, Section Head and MORTS no later than 60 days following any meeting. Minutes may be physical or electronic, and must be distributed whether there is a quorum or not and may be distributed by mail, email, electronic means or posting the minutes to the appropriate website or webpage and notifying all applicable parties.
				2. All draft minutes distributed shall include the following notice on the bottom of the cover page**: “*These draft minutes have not been approved and are not the official, approved record until approved by this committee.*”**
			3. FG Membership
				1. Recommend members according to Appendix B.
				2. Develop and maintain list of prospective FG members who have indicated willingness to serve if appointed.
				3. Attend Section Meetings and training sessions sponsored by TAC.
				4. Assign duties to Vice Chair and members as appropriate.
				5. Appointments of Chair and members of Subcommittees. (Examples: Handbook, Research, Program).
				6. Serve as the first contact for the FG with an ASHRAE email alias provided by the MORTS.
				7. Submit a semiannual Activities Report and annual FG Evaluation

Prepare and submit to the Section Head electronically by 9:00 pm on Tuesday at the Annual and Winter Society meetings. FG Evaluation is only submitted at the Winter Society meeting.

Use spreadsheet distributed by Section Head prior to meeting.

* + - * 1. Additional Responsibilities as required

Each year prepare and transmit a list of members that can normally serve as technical reviewers grouped by technical specialty.

Recommend names for Awards as instructed by TAC ([Appendix](#_bookmark58) C).

* + - 1. Develop FG objectives (Section 5.1) as appropriate.
	1. Vice Chair
		1. Is appointed by the TAC Chair from nominations made by the current FG Chair and endorsed by the Section Head.
		2. Responsibilities:
			1. In the absence of the Chair, assume the role of Chair at any scheduled or called meeting of the FG.
			2. Tie votes or quorum problems are handled by letter or electronic ballot votes after the meeting (Section 6).
			3. At least 30 days prior to the Annual and Winter Society meetings prepare and distribute a draft list of reminders about upcoming activity deadlines and deliverables to FG members.
			4. Attend Section Meetings and training sessions sponsored by TAC
			5. Develop FG objectives (Section 5.1) as appropriate.
	2. Secretary
		1. Is appointed by the FG Chair
		2. Maintains FG records and communications as directed by the Chair.
	3. Subcommittee Chairs
		1. Are appointed by the FG Chair
		2. Attend training and information meetings sponsored by related standing committees (Handbook, CEC for Programs, Research, and Standards) at the ASHRAE Winter and Annual meetings

# Members and Membership Categories

* 1. General
		1. FG members are appointed as individuals and NOT as representatives of any group, organization, or employer.
		2. Members shall be willing to attend meetings of the FG at no expense to the Society unless specific other arrangements are made in the case of representative from organizations outside of ASHRAE.
		3. Members shall be appointed by the TAC Chair from nominations made by the current FG Chair and endorsed by the Section Head. See [Appendix B](#_bookmark57) for the procedure.
		4. Each Voting Member, Corresponding Member and Provisional Corresponding Member may be assigned to a Subcommittee of the FG and shall perform the duties that may be assigned by the Subcommittee Chair.
		5. Prospective members shall complete an online biographical record (available at [http://www.ashrae.org/).](http://www.ashrae.org/%29)
		6. An FG shall consist of approximately 12 Voting Members, with a minimum of six (6) and a maximum of eighteen (18). If the FG would have only 5 Voting Members (VM), one Voting Member-Non-Quorum (VMNQ) may be counted as a Voting Member in establishing the minimum number of voting members.
	2. Voting Members
		1. **Effective July 1, 2023, the Chair, Vice-Chair, and each voting member must be an ASHRAE member in good standing. A waiver may be granted by the Section Head.**
		2. Have full voting privileges.
		3. Shall be appointed annually for not more than four consecutive one-year terms, regardless of other positions held in the FG.
		4. An exception for additional consecutive terms may be granted by the TAC Chair if the FG makes a written request and that request is approved by the Section Head. The extended appointment shall be made only if it serves the best interest of the Society.
		5. Only one person from any employer, organization, university, or specific government agency may serve as a Voting Member on the same FG at one time.
			1. A consultant to any category in this subsection who is contracted to that organization is considered to be an employee for the purposes of determining voting status.
			2. A person who has a fiduciary duty to an external organization (e.g., a member of the Board of Directors of the external organization or an Executive Officer of the external organization) is considered to be an employee of that organization for the purposes of determining voting status on the FG, even if the position with that external organization is in a volunteer capacity. Examples of Executive Officer roles include Chairman, President, Vice-President, Treasurer, and Secretary. This provision does not extend to a member of an external organization who does not have a fiduciary duty to that organization.
			3. A person who is employed by a company that has any known financial interest in another entity (e.g., a non-controlling minority financial interest) is considered to be an employee of that entity for the purposes of determining voting status on the FG. This provision does not extend to an employee of a company that represents another entity’s products or services without a financial interest in that entity.
		6. Voting Members should serve at least one term previously as an active Corresponding Member. This does not apply to voting members who have previously served as a Voting Member of this same FG.
		7. While there may be circumstances when a Voting Member may be appointed without previously having served on the FG, preference should be given to those who have served the prior year as a corresponding member of that FG.
		8. Voting Members have two subcategories
			1. Voting Member - Quorum (VM)
				1. Regular members are always counts towards the determination of quorum for a FG meeting.
				2. Includes all Voting Members of the FG other than those in the Voting Member - Non-Quorum in Section 3.2.8.2.2.
			2. Voting Member - Non-Quorum (VMNQ) is a special category for members who are not able to attend every meeting due to travel costs and other constraints.
				1. An FG can have no more than two non-quorum voting members.
				2. A Voting Member-Non-Quorum has identical responsibilities, privileges, and constraints as a Voting Member-quorum with two exceptions:

A Voting Member-non-quorum is not counted against the maximum number of Voting Members cited in Section 3.1.6.

The absence of a Voting Member-non-quorum does not affect the determination of quorum.

* 1. Corresponding Members
		1. Nominated by the FG Chair.
		2. No restrictions on the number or affiliations of nominees.
		3. Expected to participate in FG activities and attend meetings when possible.
		4. May not vote on FG business.
		5. May serve on and chair FG subcommittees, including Proposal Evaluation and Project Monitoring Subcommittees.
		6. May vote at the subcommittee level subject to voting restrictions in Section 5.
		7. May serve as Vice Chair or Secretary of an FG as approved by the Chair and if they attend meetings regularly.
	2. Provisional Corresponding Members
		1. Temporary additions to the roster made by ASHRAE staff between roster update cycles, usually at the request of someone wanting to participate in the FGs technical activities.
		2. The FG Chair shall decide whether to add Provisional Corresponding Members to the roster as one of the other member categories.
		3. If the Chair takes no action on a Provisional Corresponding Member, they are automatically dropped from the roster after two years.
		4. For the purposes of FG assignments and other work “Provisional” status does not limit an individual’s active involvement.
		5. Have the same voting privileges as a regular Corresponding Member (Section 3.3).
	3. Ex Officio. The following are all ex-officio members of all FGs, who may participate in discussions of the FG, but do not have voting rights.
		1. Chair of TAC
		2. Section Head
		3. Manager of Research and Technical Services (MORTS)
		4. An ASHRAE standing FG member with duties related to the FG (eg. Conferences and Expositions Committee), selected by the Chair of the standing FG.

# Liaisons External to ASHRAE

**Commentary:**

This entire section is currently under review by TAC to align with the ASHRAE Strategic Plan, re-organization efforts, and the emergence of virtual meetings.

* 1. Official
		1. Official Liaison appointments to represent the Society in a specific technical area (except standards– see Section 4.1.5) shall be made by the TAC Chair with the advice of the FG at interest, with the advice of the Director of Technology, and with the approval of the Coordinating Officer.
		2. Official liaisons shall be known as TAC Inter-Society Liaisons. TAC Inter-Society Liaisons are required to submit a status report to the TAC Liaison Coordinator at least 30 days prior to the Annual meeting.
		3. Instructions for voting as a TAC Intersociety Liaison shall be given to them by TAC and their FG with the proviso that, if there is a new activity, this will first be reported to TAC and the Board for its consideration so that the Board will not be giving blanket delegation of authority, but will have approved in advance the character, scope and general contents of this activity. Thereafter, it will be the duty of TAC and the FG involved to instruct the TAC Intersociety Liaison as to how to vote to accomplish this.
		4. Procedures:
			1. FGs shall cooperate with the TAC Liaison Coordinator to make him/her aware of other organization activities, which are of interest to ASHRAE. When the FG believes it is in the best interest of ASHRAE to liaise with another organization, the FG shall recommend to the TAC Liaison Coordinator, that such an official liaison be established
			2. In cooperation with the TAC Liaison Coordinator, the FG Chair shall recommend a liaison to another organization from the membership to the TAC chair for consideration
			3. The FG shall identify in writing the organization and the FG member who they recommend liaise with that other organization to the TAC Liaison Coordinator. The complete organization name and its location must be used to identify the organization.
			4. Changes in participants may be made by the FG Chair in consultation with the TAC Liaison Coordinator and approval of TAC chair and others noted above
		5. The Standards Committee supervises ASHRAE’s participation in the standards work of other organizations including the American National Standards Institute (ANSI) and international and regional standards organizations including the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). FG contacts outside the Society on standards-related issues shall be conducted through the Code Interaction Subcommittee (CIS) of Standards Committee. CIS oversees ASHRAE’s participation in the development of model codes and standards by other Standards-Developing Organizations that have relevance to ASHRAE technical interests.
	2. Unofficial Liaisons
		1. May be appointed by a FG at its discretion, for one or more of its members to act as liaison to other organizations for the purpose of gathering and disseminating information between the two organizations.
		2. Duties and Responsibilities of Unofficial Liaisons
			1. The designated participant is an individual member of the FG and, in this capacity, expresses individual opinion, not that of ASHRAE, TAC or the FG.
			2. The Liaison shall advise the organization, in writing, as follows:

***“I have been appointed as the ASHRAE FG Liaison to your organization. My participation will be based on my professional opinion and will not necessarily be reviewed by the Society or constitute a position or a standard in the matter being discussed.”***

* 1. Liaison Expense Reimbursement
		1. Both Official and Unofficial Liaisons shall have cognizance of their particular subject areas and pay their own expenses.
	2. Communications between an FG and other organizations, individuals, or companies.
		1. Contacts between an FG and other organizations, individuals, or companies outside of ASHRAE, wherein an opinion or position is stated, and without Society endorsement must make it clear that the FG is speaking on behalf of that FG only. There shall not be any implication of Society endorsement. A disclaimer such as the following disclaimer shall be included in all such communications: ***This information is the consensus opinion of the FG only and does not represent an ASHRAE position.*** ASHRAE letterhead shall not be used for such communications as it may imply Society endorsement.
		2. Communications between an FG and other organizations, individuals, or companies outside of ASHRAE as stated in Section 4.4.1 above require approval by a majority vote of the current Voting Members of the FG.
		3. If individuals of the FG communicate directly with outside organizations, individuals, or companies not on behalf of the FG and an ASHRAE communications mechanism (e.g., a webpage or chat forum) is used, their communications shall include an additional disclaimer: ***This information represents my own opinion and not that of the FG*.** This provision includes, but is not limited to, communications using ASHRAE Basecamp.
		4. If one or more FGs wish to communicate with organizations outside of ASHRAE, and imply ASHRAE Society endorsement or express an ASHRAE position that is not already covered in an ASHRAE approved position document, then the following approvals are needed: TAC, TechC Doc. Review Subc., TechC, BOD ExCOM, and the ASHRAE President. Only the ASHRAE President speaks for ASHRAE.

# Requirements

* 1. Objectives
		1. Objectives should be within the FG scope and derived from:
			1. The assignments and requests referred to it by authorized FGs and individuals
			2. The needs of the Society, as made known to them by other FGs, officers of the Society, chapters, the current society strategic plan, and members in general
			3. Investigations and deliberations of the Functional Group itself.
		2. Each objective should provide the “what”, “by whom”, and “by when”. The “why” is the most important and that needs a clear and energizing vision statement. (For guidance turn to the “ASHRAE Leadership Development Auto-Tutorials” [Technical Activities Committee (ashrae.org)](https://www.ashrae.org/communities/committees/standing-committees/technical-activities-committee))
	2. Meetings
		1. FG should hold meetings at the Society’s Annual and Winter meetings each year, unless granted an exception by their Section Head and concurring with virtual meetings.
			1. FG meetings held during Society meetings will usually be scheduled in the same time slot as the previous Society meeting if one was scheduled for the prior meeting.
			2. Subcommittee meetings will not be automatically scheduled, and meeting room assignments must be requested every meeting.
		2. Meeting room assignments except as noted in 5.2.1 must be requested of the ASHRAE Meetings Department at least 90 days in advance of that meeting.
		3. Attendance at FGs and subcommittee meetings, except as allowed for by executive session procedures, is open, on a space-available basis, for observation by directly and materially interested persons who are not members of the FG.
			1. Executive session may be invoked after a request to do so from an FG (or subcommittee) member is made in an open session and approved by a majority vote.
			2. Any member or guest who is the principal investigator, or whose institution, organization, or company is the research agency for a proposed project shall be absent during the final deliberations and voting on that proposal or on other proposals which are in direct competition.
		4. Interim meetings may be held outside of the two Society meetings at the discretion of the Chair. Meetings can take place via conference call and/or the web with assistance from ASHRAE staff. **It is strongly encouraged to hold multiple interim virtual meetings between the Annual and Winter meetings.**
			1. Subcommittees are encouraged to have interim virtual meetings as needed subject to the same rules and constraints.
		5. Notice of meetings
			1. FG Chair must advise the full FG roster and the MORTS of all FG and subcommittee meetings, web meetings or teleconferences that take place between Society Meetings.
			2. The MORTS must be notified at least 30 days before in-person meetings and 14 days before web meetings and teleconferences to permit the MORTS time to notify interested persons who may want to participate.
			3. Information provided should include the date, time, location, principal purpose of the meeting, and the person to contact for further information.
		6. If it is not possible to schedule meetings during Society meetings, the Chair is permitted to call meetings, with the permission of the Section Head, at other times and places.
			1. Any expense for meeting rooms provided at times other than Society meetings must be borne by the members unless authorized by TAC or the Director of Technology (DOT).
			2. FGs that make a practice of holding their meetings at times other than Society meetings shall provide representation during the Society meetings at functions as requested by the Section Head.
		7. Research projects consideration, either solicited or unsolicited, at regular FG meetings.
			1. Each proposer present should be allowed to speak on behalf of their proposal if they desire.
			2. The time allotted for such presentations shall be at the discretion of the Chair
		8. Minutes of official meetings
			1. Must include votes and results of all motions in areas of responsibility.
			2. Negative voters shall be given a chance to explain their negative votes and have them included in the minutes.
			3. Generally, do not include detailed discussion of topics but include decisions and action items
			4. Subcommittee minutes and reports may be included in the main FG minutes or may be separate at the discretion of the FG Secretary.
	3. Technical Responsibility
		1. To advise, assist, and carry out assignments from TAC on technical matters and emerging technologies related to its scope.
		2. Respond to requests for assistance with technical matters, review technical papers, develop information, or prepare technical material or special publications by any of the following:
			1. Research Administration Committee (RAC)
			2. Handbook Committee
			3. Standards Committee (StdC)
			4. Conferences and Expositions Committee (CEC)
			5. Chapter Technology Transfer Committee (CTTC)
			6. Publications Committee (PUB)
			7. Director of Technology (DOT)
			8. Manager of Research and Technical Services (MORTS)
			9. Manager of Standards (MOS)
			10. Board of Directors’ Executive Committee
		3. Technical inquiries shall be handled expeditiously
	4. Handbook
		1. Each FG is charged with the responsibility of reviewing Handbook chapters within its field of expertise and interest and with making appropriate recommendations to the Handbook Committee and the responsible FG for a specific chapter(s).
		2. The FGs are responsible for the technical content of these chapters, but review and revision must be coordinated with the publication schedule established by the Handbook Committee. The most authoritative reference for FG handbook responsibilities and procedures is the Handbook Author’s and Reviser’s Guide.
	5. Conferences and technical meetings
		1. FGs shall encourage the preparation and submission of technical materials for presentation at meetings.
		2. FGs may propose to the Conferences and Expositions Committee suggestions for
			1. Program tracks
			2. Specialty conferences
			3. Subjects for technical and conference papers, seminars, forums and other programs
		3. If requested, shall assist in the development of such items

* 1. Standards and Guidelines
		1. FGs may request the development of and support the need for a particular Standard or Guideline through the Standards Committee.
		2. Cognizant FGs, or FG with relevant expertise in the subject matter, may recommend for a new Standard or Guideline potential:
			1. Project Committee Chair.
			2. Project Committee members.
			3. Non-voting FG liaison.
		3. During Advisory or Publication Public Review of a Standard or Guideline, a FG may submit a review comment that it has developed and endorses.
		4. FG may submit a change proposal to recommend changes to a Standard or Guideline on continuous maintenance
		5. The consensus body solely responsible for the technical content of a Standard or Guideline is the Standard or Guideline Project Committee. A FG is not empowered to initiate a draft of a Standard or Guideline for the Society nor does it have approval rights over the work done by Standard or Guideline Project Committees
		6. FGs shall review and recommend Standards or Guidelines related actions stated in Section 6.2 when requested by the Manager of Standards. All other FG actions that are related to Standards and Guidelines, as described in Sections 5.6.3 through Section 5.6.7 shall be approved by the FG using a simple majority vote, as stated in Section 6.4.
		7. The most authoritative reference for FG Standard and Guideline responsibilities and procedures is the Procedures for ASHRAE Standards Actions (PASA).
	2. Research
		1. Responsibility
			1. FGs shall, in general, be responsible for research arising or related to their respective areas of interest, including emerging technologies and shall develop and recommend to RAC specific topics for research within its scope that are needed to provide new information or to improve or expand existing information, except, TRGs shall report the need for research to the RAC Liaison assigned to their section.
		2. Approval of Project Evaluation Subcommittee (PES) and Project Monitoring Subcommittee (PMS) as recommended by the Chair of the FG and approved by the Section Research Liaison
		3. The FG must approve the project’s final report for publication by a 2/3 affirmative vote.
			1. Results of vote must be included in minutes for that meeting
		4. The most authoritative reference for FG research responsibilities and procedures is the RAC Research Manual found on the ASHRAE Website under the “Research” (See [Appendix D](#_bookmark59) for procedures overview and deadlines).
	3. Chapter Technical Programs and Publications
		1. Cooperate with local Society Chapters in planning and developing chapter technical programs, and in developing Chapter Technical Publications when requested to do so by the Section Head.
	4. Written or Otherwise Published Material
		1. All FGs are responsible for all written material that results from activities carried out under their authority
		2. Review and evaluate submitted technical and conference papers in a timely manner upon request
		3. When such material is distributed to individuals or FGs, they shall be informed that the material is:
			1. ***The property of ASHRAE***
			2. ***Not to be reproduced or otherwise used prior to publication***
			3. ***To be returned upon request***
		4. Recommend to liaison (copy to Section Head) special publications where material is unsuited for Regular Society publications.

**Commentary:**

Section 5.9.5 and Appendix E has been deleted as no such requirements can be found on the ASHRAE website

* + 1. ~~Include the statement in~~ [~~Appendix E~~](#_bookmark60) ~~on all draft documents including special publications, position documents, handbook chapters, technical papers, and research reports~~
		2. A final copyright notice will be added to any documents offered for sale by the Publications Department.
		3. Once a document has been published, the FG must destroy/delete any draft review versions.
	1. Website
		1. FGs shall maintain current information about its activities on its website and is responsible for the content of all material on its website
		2. FGs must ensure that all materials posted on their website meet the policy outlined in the ASHRAE document titled “ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites for ASHRAE Groups” that is posted on the Electronic Communications Committee website ([https://www.ashrae.org/society- groups/committees/electronic-communications-committee](https://www.ashrae.org/society-groups/committees/electronic-communications-committee)). This policy covers all material that is posted on the FG website including presentations, papers and documents produced by the FG. This policy includes the directive: ***“Statements and presentations may not appear on web sites that state, purport, or imply that they present ASHRAE positions, policy, or opinions”.***
		3. Posting presentations
			1. Seminar presentations that have previously been presented at ASHRAE meetings must be approved for website posting by a simple majority vote of the sponsoring FGs
			2. Seminar presentations shall not be posted until the FG Chair receives written/electronic permission from the presentation author.
	2. Frequently Asked Questions (FAQ)
		1. As requested, members of a FG shall compose answers to, or review FAQ assigned to their FG.
		2. Each FAQ should be annually reviewed to ensure that references and technologies are current.

**Commentary:**

Section 5.12 and Appendix F has been deleted as no such requirements can be found on the ASHRAE website

* 1. ~~Special Publications~~
		1. ~~Broad based publications peer review is described in Appendix F~~~~.~~

**Commentary:**

Section 5.13 and Appendix G has been deleted as no such requirements can be found on the ASHRAE website

* 1. ~~Professional Development Course~~
		1. ~~FGs may contribute to the professional development activities of the Society through a FG Professional Development Committee (PDC) Liaison appointed by the FG Chair~~
		2. ~~The duties of a PDC Liaison are described in~~ [~~Appendix G~~](#_bookmark61)

# Voting

* 1. Quorum
		1. Physical meetings and Remote Participants in Meeting (RPM)
			1. When a Voting Member-Non-Quorum is absent, their position is not included in the number of voting members when determining quorum.
			2. A member must be actually or personally present in a physical meeting or participating in an RPM setup by the FG through ASHRAE for that meeting to vote or count towards quorum.
			3. Quorum to conduct business at meetings is established when the number of voting members present is four (4) or exceeds 1/2 of the number of total voting members of the FG, whichever is larger, subject to the section 6.1.1.1 exception.
		2. Letter or Electronic Ballots
			1. The number of voting members (quorum and non-quorum) responding must exceed one-half of the total number of voting members (quorum and non-quorum) and approvals shall be as described in the following sections.
			2. Shall be distributed by the FG chair to all voting members and shall specify the response deadline, which must allow a reasonable time period for responses (1 week minimum, 2 weeks preferred).
	2. Approval of Work Statements, Research Proposals, Final Reports, Handbook Chapters, Special Publications, and recommendations to the Standards Committee concerning the need to initiate reaffirmation, revision (based on updated references or adding a second system of units to a standard, thereby making the standard useable in either SI or IP units), or withdrawal of an existing Standard or Guideline for which it is the cognizant FG, or to request the development of a new Standard or Guideline:
		1. The number of affirmative votes required for approval is four (4) or at least 2/3 of the voting members expressing a preference, whichever is larger (For or against the motion – abstentions or non-responses don’t count)
		2. The motion and results of the vote shall be recorded in the minutes. If electronic ballot, results shall be reported and recorded at the next meeting of the FG.
		3. The reasons for negative votes and abstentions on these types of motions shall be recorded and transmitted along with the motion to the next approving body (RAC, StdC) as part of the background information.
	3. Parliamentary procedure motions:
		1. The number of affirmative votes required for approval shall be based on the voting members expressing a preference (For or against the motion – abstentions don’t count) and the Parliamentary Motion Guide(Appendix H).
	4. Other motions
		1. The number of affirmative votes required for approval is three (3) or more than 1/2 of the voting members expressing a preference, whichever is larger (For or against the motion – Abstentions or non-responses don’t count.)
		2. The motion and results of the vote shall be recorded in the minutes. If electronic ballot, results shall be reported and recorded at the next meeting of the FG.
	5. Conflict of interest
		1. In the event an FG is unable to meet voting requirements due to conflicts of interest, the issue shall be referred to TAC and/or another appropriate standing committee that has a direct interest in the matter (RAC, Handbook, Standards) for action.
	6. Proxy votes
		1. Absent voting members are not permitted to vote by proxy.
	7. Negative Letter/electronic ballot FG and Subcommittee Votes
		1. Members casting negative votes shall be requested to comment on reasons for their negative votes and if no reasons are provided the ballot is final.
		2. If the ballot passes with one or more negative votes with comments:
			1. The results shall be held in abeyance until comments, Chair’s rebuttal (if any), and letter ballot results are transmitted to all eligible voters.
			2. Voters are given an opportunity, not to exceed two weeks, to change their votes or to vote for the first time. When this opportunity to vote has expired, the results shall be final.
			3. The final letter ballot results and all negative vote comments received shall be provided to the voting members and included when submitting for subsequent approval steps.
	8. Subcommittee vote
		1. Any person can serve at the subcommittee level, but only one person from any employer, organization, university, or specific government agency is eligible to vote on the same FG subcommittee at one time.
	9. Guests
		1. Guests may participate in the discussion at the discretion of the Chair, but none shall have voting rights.
1. Contacts Outside the Society between ASHRAE and other organizations, individuals, and companies

**Commentary:**

This entire section is currently under review by TAC to align with the ASHRAE Strategic Plan, re-organization efforts, and the emergence of virtual meetings.

* 1. Official
		1. Official Liaison appointments to represent the Society in a specific technical area (except standards– see Section 7.1.5) shall be made by the TAC Chair with the advice of the FG at interest, with the advice of the Director of Technology, and with the approval of the Coordinating Officer.
		2. Official liaisons shall be known as TAC Inter-Society Liaisons. TAC Inter-Society Liaisons are required to submit a status report to the TAC Liaison Coordinator at least 30 days prior to the Annual meeting.
		3. Instructions for voting as a TAC Intersociety Liaison shall be given to them by TAC and their FG with the proviso that, if there is a new activity, this will first be reported to TAC and the Board for its consideration so that the Board will not be giving blanket delegation of authority, but will have approved in advance the character, scope and general contents of this activity. Thereafter, it will be the duty of TAC and the committee involved to instruct the TAC Intersociety Liaison as to how to vote to accomplish this.
		4. Procedures:
			1. FGs shall cooperate with the TAC Liaison Coordinator to make him/her aware of other organization activities, which are of interest to ASHRAE. When the FG believes it is in the best interest of ASHRAE to liaise with another organization, the FG shall recommend to the TAC Liaison Coordinator, that such an official liaison be established.
			2. In cooperation with the TAC Liaison Coordinator, the FG Chair shall recommend a liaison to another organization from the membership to the TAC chair for consideration.
			3. The FG shall identify in writing the organization and the FG member who they recommend liaise with that other organization to the TAC Liaison Coordinator. The complete organization name and its location must be used to identify the organization.
			4. Changes in participants may be made by the FG Chair in consultation with the TAC Liaison Coordinator and approval of TAC chair and others noted above.
		5. The Standards Committee supervises ASHRAE’s participation in the standards work of other organizations including the American National Standards Institute (ANSI) and international and regional standards organizations including the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). FG contacts outside the Society on standards-related issues shall be conducted through the Code Interaction Subcommittee (CIS) of Standards Committee. CIS oversees ASHRAE’s participation in the development of model codes and standards by other Standards-Developing Organizations that have relevance to ASHRAE technical interests.
	2. Unofficial Liaison appointments
		1. May be made by a FG, at its discretion, for one or more of its members to act as liaison to other organizations for the purpose of gathering and disseminating information between the two organizations.
		2. Duties and Responsibilities of Unofficial Liaisons
			1. The designated participant is an individual member of the FG and, in this capacity, expresses individual opinion, not that of ASHRAE, TAC or the FG.
			2. The Liaison shall advise the organization, in writing, as follows:

***“I have been appointed as the ASHRAE FG Liaison to your organization. My participation will be based on my professional opinion and will not necessarily be reviewed by the Society or constitute a position or a standard in the matter being discussed.”***

* 1. Liaison Expense reimbursement
		1. Both Official and Unofficial Liaisons shall have cognizance of their particular subject areas and pay their own expenses.
	2. Communications between FG and other organizations, individuals, or companies.
		1. Contacts between FG and other organizations, individuals, or companies outside of ASHRAE, wherein an opinion or position is stated, and without Society endorsement must make it clear that the FG is speaking on behalf of that FG only. There shall not be any implication of Society endorsement. A disclaimer such as the following disclaimer shall be included in all such communications: ***“This information is the consensus opinion of the FG only and does not represent an ASHRAE position.”*** ASHRAE letterhead shall not be used for such communications as it may imply Society endorsement.
		2. Communications between FG and other organizations, individuals, or companies outside of ASHRAE as stated in Section 7.4.1 above require approval by a majority vote of the current Voting Members of the FG.
		3. If individuals of the FG communicate directly with outside organizations, individuals, or companies not on behalf of the FG and an ASHRAE communications mechanism (e.g., a webpage or chat forum) is used, their communications shall include an additional disclaimer: “***This information represents my own opinion and not that of the FG*.”** This provision includes, but is not limited to, communications using ASHRAE Basecamp.
		4. If one or more FG’s wish to communicate with organizations outside of ASHRAE, and imply ASHRAE Society endorsement or express an ASHRAE position that is not already covered in an ASHRAE approved position document, then the following approvals are needed: TAC, TechC Doc. Review Subc., TechC, BOD ExCOM, and the ASHRAE President. **Only the ASHRAE President speaks for ASHRAE.**

# Appendix A - Procedure for Proposing New Functional Group (FG)

1. Complete the FG Proposal Form. The electronic forms may be downloaded from [https://www.ashrae.org/standards-research--technology/technical-committees/tc-forms-and-](https://www.ashrae.org/standards-research--technology/technical-committees/tc-forms-and-documents) [documents](https://www.ashrae.org/standards-research--technology/technical-committees/tc-forms-and-documents)
2. Return completed forms to the Manager of Research and Technical Services (MORTS). (MORTS@ashrae.net) and copy TAC Chair (TACchair@ASHRAE.net)

# Appendix B - Procedure for FG Membership Update Roster Update Workbook

**Commentary**:

It is strongly suggested that the FG Chair, along with the membership sub-committee chair, purge the roster on an annual basis for inactive members. Provisional corresponding members (PCM), if not upgraded by the Chair to a corresponding member will be automatically purged from the roster after 2-years. As of June 2022, the entire rostering process is under review and is being automated. Going forward there will be changes!

1. Roster Update Workbook
	1. At least three weeks prior to the start of the Society Winter Meeting, the Administrative Assistant for Research and Technical Services sends each TAC Section Head a Roster Update Workbook for each FG in their section. The Section Head distributes them to each FG Chair in the section.
	2. The Workbook contains information on all current members of the FG and leadership positions.
	3. The FG Chair reviews the Workbook, making changes and additions as required (See Section 2 below).
	4. The updated Roster Update Workbook must be emailed to the appropriate Section Head
		1. FG - no later than 9:00 pm on Tuesday of the Winter Meeting.
		2. An alternative submittal method may be used if approved by the Section Head in advance.
2. Roster Update Workbook Review and Update
	1. Instructions for updates and changes are included in the workbook. Please follow them and if you don’t understand something, contact your Section Head for help.
	2. Add new members and liaisons in the designated area
		1. Provide the name of the person and
		2. Either the person’s ASHRAE member number or complete address and telephone number
	3. Make changes and corrections to the current membership as required
		1. Officers Liaisons and subcommittee chairs
		2. Member voting status changes – mark the change as instructed
		3. Member deletions – mark the change as instructed, **do not delete** the name from the worksheet
	4. Approve the update by entering your name and date in the worksheet
3. Section Head Approval
	1. Review and approve the Roster Update Workbook or return it to the FG Chair for corrections
	2. After approval, send the Roster Update Workbook to the Administrative Assistant for Research and Technical Services no later than February 28.
4. Draft Roster for the next Society year
	1. Staff creates the draft roster and sends a first draft to the Section Head.
	2. Section Head reviews the draft roster against the input that was provided in the approved Roster Update Workbook.
		1. If no changes are necessary, the Section Head approves the draft and informs staff
		2. Corrections shall be sent to staff within two weeks.
		3. Repeat until the Section Head has approved the draft roster.
	3. Roster changes after the final roster has been approved shall be made using the Emergency Roster Change Form ([https://www.ashrae.org/standards-research-- technology/technical-committees/tc-forms-and-documents](https://www.ashrae.org/standards-research--technology/technical-committees/tc-forms-and-documents) ) and are subject to approval by the Section Head.
5. Final Roster for the next Society year
	1. Staff prepares the final roster for each FG in PDF and MS-Excel format.
	2. The Section Head reviews the final roster.
	3. Staff posts the documents as appropriate and distributes them to each FG member prior to July 1.
6. Roster distribution outside FG
	1. Complete Roster information shall not be posted on publicly accessible areas of FG websites subject to items 6.2 and 6.3.
	2. For more than the following information to be included on the FG public website, the FG Chair shall solicit and receive approval in writing from the affected member(s):
		1. Name
		2. Position on FG
	3. The FG Chair must approve the distribution of any other roster information to anyone who is not listed on the roster of the FG subject to the written permission of the affected member(s).

# Appendix C - Awards

**Commentary**: This appendix is placed here for informative purposes. The FG Honors and Awards chairperson should actively nominate members to recognize their accomplishments and volunteer service to the Society.

## THE RALPH G. NEVINS, JR. PHYSIOLOGY AND HUMAN ENVIRONMENT AWARD

1. The award shall be presented for significant accomplishment in the general area of man’s response to the environment, which may include thermal, moisture, visual, acoustical, toxic, allergic, olfactory, vibrational, and microbiological effects on man’s health, comfort, and well-being.
2. The award shall be made to a promising investigator, preferably less than 40 years of age, whose accomplishments are represented by significant papers published by ASHRAE or by Journals of an ASHRAE International Associate for the five-year period previous to the award.
3. The form of the award shall be a certificate and an honorarium of $300.00. The certificate shall be suitably inscribed with the awardee’s name, the area of accomplishment, and the name of the award.
4. Recommendation for a receipt of the award shall be made by a Selection Subcommittee of TC 2.1, Physiology and Human Environment, or its successor committee, approved by TC 2.1 and forwarded to the Honors and Awards Committee for final approval during the ASHRAE Winter Meeting. Presentation of the award shall be made once each year at the Plenary Session of the ASHRAE Annual Meeting if a qualified candidate is identified.
5. Soliciting funds for the award is the responsibility of TC 2.1. Income shall be the source, without use of the principal, to fund the award including the honorarium. The amount may be adjusted from time to time by TC 2.1 with the administrative approval of the Honors and Awards Committee.

## THE GEORGE B. HIGHTOWER AWARD

* 1. The purpose of the award is to recognize each year an individual for his/her excellence in volunteer service to the area of FG or MTG technical leadership and contribution, which includes all FGs and MTG activities except for research and standards. The award will serve to heighten general membership awareness of, and interest in, technical activities at the FG/MTG level.
	2. Candidates for this award are nominated by a FG/MTG in which they have demonstrated exceptional service excluding research and standards activities. TAC and Technology Council members, and FG/MTG Chairs, are not eligible during the terms they serve on the respective committees. Past recipients of the award are not eligible.
	3. Applications are due from FG/MTG Chairs to their Section Head by September 1 each year. Details and an application form can be found On the ASHRAE website under the Technical Committees page. [https://www.ashrae.org/technical-resources/technical- committees/tc-forms-and-documents](https://www.ashrae.org/technical-resources/technical-committees/tc-forms-and-documents)
	4. The recipient will be selected at the fall TAC meeting and the award will be presented at the Winter Meeting.
	5. A MTG will participate in the George B. Hightower award through one or more FGs that comprise the MTG.
	6. ELIGIBILITY REQUIREMENTS
1. Nominees must have earned a minimum of 10 points **during their career** on FG/MTGs as defined to be eligible for the award.
2. If eligible, the award is given **based only on the most recent four years of service** on FG/MTG’s. This service must be detailed in the explanation for it to be considered and is the actual basis for receiving of the award.

## THE SERVICE TO ASHRAE RESEARCH AWARD

* 1. The purpose of the award is to recognize each year an individual for his/her excellence in volunteer service to the area of Society research. The award will serve to heighten general membership awareness of, and interest in, research activities at the FG level.
	2. Candidates for this award are nominated by a FG in which they have demonstrated exceptional service in the area of research. RAC members, FG Chairs, and researchers on the project in question are not eligible.
	3. Applications are due from FG Chairs to their Research Liaison by September 30th each year. Additional details on the award and an application form can be found in the RAC MOP. <https://www.ashrae.org/technical-resources/research/research-grants-awards>
	4. The recipient will be selected at the fall RAC meeting and the award will be presented at the Winter Meeting.

## THE STANDARDS ACHIEVEMENT AWARD

1. The purpose of the award is to recognize excellence in volunteer service to the area of Standards. It will serve to heighten general membership awareness of, and interest in, standards activities.
2. The award is open to ASHRAE members who have demonstrated outstanding achievement in the ASHRAE standards development process. The nomination form can be found on the ASHRAE website at: [https://www.ashrae.org/membership/honors-and- awards](https://www.ashrae.org/membership/honors-and-awards) . Standards Committee and Technology Council members are ineligible for receipt of the Standards Achievement Award during the terms they serve on the respective committees.
3. Nominations are solicited during the first half of the Society year. The Standards Committee will select the recipient and notify the Honors and Awards Committee of its selection at the ASHRAE Winter Meeting.
4. A typical award application will include a letter of nomination outlining eligibility and a nomination form. Additional details on the award and an application form can be found in the Standards Committee MOP.

# Appendix D - Overview of Research Procedures

**Commentary:** This appendix is deleted in its entirety and replace with a hyperlink ([Research (ashrae.org)](https://www.ashrae.org/technical-resources/research)

# Appendix E - Copyright for Draft Documents

**Commentary:** This appendix is deleted in its entirety.

# Appendix F - Broad Topic Special Publications Peer Review Procedure

**Commentary:** This appendix is deleted in its entirety.

# Appendix G - Duties of the FG Professional Development Committee (PDC) Liaison

**Commentary:**

This appendix is deleted in its entirety.

# Appendix H - Parliamentary Motions Guide

*th*

**Commentary**:

This entire Appendix has been deleted and replace by hyperlink (<https://www.ashrae.org//File%20Library/Communities/Committees/Standing%20Committees/Society%20Rules%20Committee/ASHRAE-Simplified-Rules-of-Order--Quick-Reference.pdf>)

# Appendix I - FG Cognizant Handbook Chapters

**Commentary**: For the latest updated list email MORTS@ashrae.net





















# Appendix J - Cognizant FG Standards

**Commentary**: For the latest updated list contact MORTS@ashrae.net









# Appendix K – Webmaster Procedures

**Commentary**:

This entire Appendix has been deleted and replace by hyperlink <https://www.ashrae.org//File%20Library/Communities/Committees/Standing%20Committees/Electronic%20Communications%20Committee/webpolicyforashraegroups6-25-2015--1-.pdf>