**Shaping Tomorrow’s

 Built Environment Today

# MANUAL OF PROCEDURES FOR

**TECHNICAL ACTIVITIES COMMITTEE**

## REVISED: 02/05/2020

## FOREWORD

The Technical Activities Committee is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Technology Council. The Rules of the Board ROB) for the Technical Activities Committee are the constitution of the committee. Proposed changes to the ROB and their appendices must be approved by the Board of Directors.

This Manual of Procedures (MOP) is a supplement to the TAC ROB and describes the methods and procedures by which the committee accomplishes the duties and responsibilities assigned to it. The MOP is an internal document of the committee for its own guidance. The MOP and revision thereto, following approval by the committee, shall be submitted to Technology Council or designated council subcommittee for approval.

Proposed TAC MOP and ROB changes shall normally only be presented to Tech. Council for approval once a year for consideration at their fall meeting. Proposed changes that TAC believes require more immediate attention shall first be presented to the chair of Tech. Council for permission to submit to Tech. Council.

### YOUR COMMENTS ARE WELCOME

Should you have a comment or suggestions on this Manual of Procedure, please submit them electronically to the ASHRAE Manager of Technical Services (MOTS).

1. mail: MOTS@ashrae.net

The MOTS will consolidate comments for TAC. TAC intends to maintain Manual of Procedure as a “living document” and update it as it is needed and practical.

### RECENT REVISIONS

Summary of Changes for 2/05/2020 Revision:

* 1. Editorial changes were made throughout. Changes include changing MORTS to MOT, changes to A3.1, B2.8 & B2.9.

Summary of Changes for 12/11/2017 Revision:

* 1. Section D - COORDINATORS streamlined to continue to allow TAC Chair the authority to name and dissolve Coordinator positions, but all details on the current TAC Coordinators will now reside in latest TAC Reference Manual.

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### SECTION A – TECHNICAL ACTIVITIES COMMITTEE – GENERAL

Part 1 Technical Activities Committee

A1.1 The Technical Activities Committee (TAC) shall supervise and assist in the formation and operation of technical committees (TCs), task groups (TGs), multidisciplinary task group (MTGs), and technical resource groups (TRGs), including determining scopes and membership.

A1.2 The Technical Activities Committee shall coordinate and cooperate with other committees whose activities involve TCs, TGs, MTGs, and TRGs, such as Chapter Technology Transfer, Handbook, Program, Refrigeration, Research Administration, Special Publications, and Standards in order to achieve the Society’s objectives.

Part 2 Membership

A2.1 The Technical Activities Committee shall consist of 16 voting members as described in Section 2.428.002.1 of the TAC ROB.

Part 3 Meetings

A3.1 Normally two meetings are held each year: one at each Annual and Winter Society meeting and online interim meetings as needed

Part 4 Operations

A4.1 Any member of TAC is eligible to introduce motions or items for consideration.

### SECTION B – CHAIR AND VICE CHAIR

Part 1 Selection

B1.1 The Chair and Vice Chair of TAC are nominated by the President-Elect of the Society from the current membership of TAC and elected by the Board of Directors to serve one-year terms commencing at the close of the next Annual Meeting of the Society.

Part 2 Responsibilities of Chair

B2.1 The Chair of TAC is responsible for the organization of TAC and the TAC Executive Committee.

B2.2 The Chair shall preside over all meetings of TAC and the TAC Executive Committee.

B2.2.1 The Chair shall be responsible for the preparation of agendas for meetings of TAC and the TAC Executive Committee with the advice of the Manager of Technical Services and TAC members.

B2.2.2 The Chair shall be responsible for ensuring that the Manager of Technical Services provides minutes of the meetings of TAC and the TAC Executive Committee within 30 days of the meetings.

B2.2.3 All draft minutes distributed by TAC 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.”

B2.3 The Chair shall annually designate members of TAC to serve as Liaison Coordinator and Special Activity Coordinator during each Society year.

B2.4 The Chair shall appoint other Coordinators, ad hoc committees, or working groups from the membership of TAC or the Society whenever necessary in order to assist in fulfilling the responsibilities of TAC. As conditions change, the Chair may dissolve these other Coordinator positions and committees.

B2.4.1 The Chair shall appoint other committees and representatives as directed by the President or the Board of Directors or as requested by other standing committees of the Society.

B2.5 The Chair shall annually designate members of TAC to serve as Section Heads during each Society year.

B2.6 The TAC Chair shall, after consultation with the Section Heads, appoint a Chair for each Technical Committee, Task Group, Multidisciplinary Task Group, and Technical Resource Group. The TC/TG/MTG/TRG Chair shall preferably have served at least one term as Vice Chair or Secretary and may be appointed for one or more one-year terms, but not normally to exceed two consecutive terms.

B2.6.1 An exception for additional consecutive terms may be granted by the TAC Chair if the TC/TG/MTG/TRG 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.

B2.6.2 The TAC Chair shall thank retiring TC/TG/MTG/TRG Chairs for their service.

B2.7 Members of TC/TG/MTG/TRGs shall be appointed by the TAC Chair from nominations made by the current TC/TG/MTG/TRG Chair and endorsed by the Section Head. Members of TC/TG/MTG/TRGs are appointed normally for a maximum of four consecutive one- year terms.

B2.7.1 An exception for additional consecutive terms may be granted by the TAC Chair if the TC/TG/MTG/TRG 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.

B2.8 With the assistance of the Manager of Technical Services, the Chair shall prepare and submit to the Technology Council, reports as required.

B2.9 The Chair shall be responsible for providing information to Society members to publicize the activities of the (TCs), (TGs), (MTGs) and (TRGs); and other items of current significant interest concerning the operation of TAC.

B2.10 The Chair shall be responsible for meeting annual objectives for TAC. A status report onthe objectives shall be included in the semi-annual report submitted to the Technology Council at the Society Winter meeting. A final report of the objectives shall be included in the annual report submitted to the Technology Council at the Society Annual meeting.

B2.11 The Chair shall serve as a non-voting member of Technology Council and as a voting member of the Oversight and Functional Planning Subcommittees of Technology Council.

Part 3 Responsibilities of the Vice Chair

B3.1 In the absence of the Chair, the Vice Chair shall assume the Chair at any scheduled or called meeting of TAC or the TAC Executive Committee. Specific responsibilities of the TAC Vice Chair are outlined in the TAC Reference Manual.

### SECTION C – EXECUTIVE COMMITTEE

Part 1 Membership

C1.1 The members of the Technical Activities Executive Committee (TAC ExCom) include the TAC Chair, the TAC Vice Chair, and the TAC Coordinators.

C1.2 The following Ex-Officio members of the Technical Activities Executive Committee may participate in the discussions but are not eligible to vote:

Manager of Technical Services Director of Technology

Board Ex Officio Coordinating Officer Consultants to the TAC

Part 2 Meetings

C2.1 The Technical Activities Executive Committee shall meet before the first scheduled meetings of TAC at the Annual and Winter Meetings of the Society. See the TAC Reference Manual for details concerning meetings of the Technical Activities Executive Committee.

### SECTION D –COORDINATORS

Part 1 Authority to Appoint & Dissolve Coordinator Positions

D1.1 The TAC Chair shall have the authority to appoint and dissolve Coordinator positions as needed.

Specific responsibilities of the current coordinators are outlined in the TAC Reference Manual

### SECTION E – SECTION HEADS

Part 1 Selection

E1.1 A Section Head is a member of TAC who has been designated by the Chair to supervise the TCs, TGs and TRGs that are assigned to a Section.

E1.2 The MTG Section Head is a member of TAC who has been designated by the Chair to supervise the MTGs in the MTG Section.

Part 2 Section Head Responsibilities

E2.1 Each Section Head shall be responsible for the coordination and development of the activities of the TCs, TGs and TRGs within his/her Section and shall provide liaison between them and TAC.

E2.2 The MTG Section Head shall be responsible for the coordination and development of the activities of the MTGs within the MTG section and shall provide liaison between them and TAC. The MTG scope may also involve interactions with other Councils, and those interaction activities shall be managed by the MTG Section Head and reported through TAC to Technology Council.

Specific responsibilities of the Section Heads are outlined in the TAC Reference Manual.

### SECTION F – ANCILLARY RESPONSIBILIES

Part 1 Honors and Awards

F1.1 TAC will annually review all eligible nominations received and make a recommendation to the Honors and Awards Committee for its consideration on the George B. Hightower Award recipient based on the procedures outlined in the TAC Reference Manual.

F1.2 TAC will review all requests or suggestions for new awards, revisions to current awards, or award deletions according to the guidelines for awards outlined in the TAC Reference Manual.

Part 2 Broad Peer Review of Special Publications

F2.1 The Chair of TAC shall be notified by staff on a regular basis of all new special publications that are in development at the TC/TG/MTG/TRG level. The TAC Chair, in consultation with TAC members, shall then determine whether a publication requires a broader peer review by members of other TC/TG/MTG/TRGs per the broad peer review procedure described in Appendix F of the TC/TG/MTG/TRG MOP.