



Shaping Tomorrow's
Built Environment Today

MANUAL OF PROCEDURES

Technology Council ("TechC") Committee

Approved by Society Rules Committee 2024-01-23
Approved by Technology Council 2024-01-18

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FORWARD (Not part of MOP)

1. The Manual of Procedures ("MOP") is an internal document of TechC. It is Subject to change from time to time, with BOD approval, due to changes in the Society.
2. The MOP provides a description of some, but not all, of the duties and responsibilities of TechC Members, Chair, Vice Chair, and Directors.
3. The Reference Manual is a supplemental document to this MOP that provides more details and guidance to how this TechC shall operate.
4. Membership of TechC shall be as noted in the Rules of the Board ("ROB").

1. GENERAL RESPONSIBILITIES

- 1.1. TechC shall be responsible for oversight and coordination between the following seven standing committees which report to TechC.
 - 1.1.1. Environmental Health Committee ("EHC")
 - 1.1.2. Global Technical Interaction Committee
 - 1.1.3. Research Administration Committee ("RAC")
 - 1.1.4. Refrigeration Technology Committee for Process and Cold Chain
 - 1.1.5. Residential Building Committee ("RBC")
 - 1.1.6. Standard Committee
 - 1.1.7. Technical Activities Committee ("TAC")
- 1.2. TechC shall act on items as authorized by the Board of Directors ("BOD") or shall make recommendations for the BOD actions in accordance with the authority granted to TechC and as specified in the ROB.
 - 1.2.1. Actions for which TechC acts for the BOD
 - 1.2.1.1. Approval of research projects per the ROB.
 - 1.2.1.2. TechC delegates approval of research projects with a lower dollar threshold to RAC, as described in the TechC Reference Manual.
 - 1.2.1.3. Items which are within existing policy and fiscal limits.
 - 1.2.1.4. Items that are internal to TechC.
 - 1.2.1.5. Approval of changes to the Model Research Agreement with the concurrence of ASHRAE legal counsel.
 - 1.2.2. Items for which TechC recommends BOD action:
 - 1.2.2.1. Research projects exceeding the authority of TechC.
 - 1.2.2.2. Position Documents.
 - 1.2.2.3. Changes or additions to existing Society policies.
 - 1.2.2.4. Items that concern another Council or committee that reports thereto.
 - 1.2.2.5. Other items the BOD approval is required or that they should be made aware for possible action.
 - 1.2.3. TechC shall receive recommendations from Standing Committees that report to it, from TechC's subcommittees, from any member of TechC, by referral from other Councils or committees of the Society, or from the BOD.
 - 1.2.4. TechC shall:
 - 1.2.4.1. act as a communications link between the following:
 - 1.2.4.1. a.) BOD and TechC
 - 1.2.4.1. b.) Standing Committees and the TechC.
 - 1.2.4.1. c.) TechC and other Councils
 - 1.2.4.2. All reports shall be written and distributed to all parties prior to regular TechC meetings and the Winter and Annual Conference BOD meeting.
 - 1.2.4.3. TechC shall review the Strategic Plan for alignment with the Goals and Initiatives as well as to suggest potential edits or inclusions in the current or future Strategic Plans.

1.2.4.4. TechC shall operate in alignment or inclusions in the current or future Strategic Plans.

1.2.4.5. TechC shall operate in alignment with the guiding principles of ASHRAE.

2. MEMBERSHIP

2.1. Voting Members of TechC include the Chair of each standing committee and other assigned members per the ROB. The Voting Members shall:

2.1.1. Fully participate in all assigned subcommittees and complete assignments by the designated time.

2.1.2. Review the reports and documents assigned.

2.2. Non-Voting Members of TechC are comprised of the Vice-Chairs of each standing committee. The Non-Voting Members shall:

2.2.1. Fully participate in all assigned subcommittees and complete assignments by the designated time.

2.2.2. Review the reports and documents assigned.

2.2.3. Act in the absence of the standing chair.

3. CHAIR RESPONSIBILITIES

3.1. Shall preside over TechC meetings.

3.2. Shall assign a mentor for all incoming members in accordance with the ROB.

3.3. Shall prepare, with assistance, agendas for all TechC meetings.

3.4. Shall ensure the meeting minutes are prepared and distributed.

3.5. Shall, with assistance, reports to the BOD for each TechC meeting.

3.6. Shall prepare, with assistance, the TechC budget report for submission to Finance Committee.

3.7. Shall serve as the conduit between TechC and the BOD.

4. VICE CHAIR RESPONSIBILITIES

4.1. Shall, in the absence of the Chair, assume the chair role at any scheduled or called meetings of TechC,

4.2. Shall serve as the Chair of the Document Review Subcommittee

4.3. Shall serve as a liaison to the Chapter Technology Transfer Committee ("CTTC") and present a report of their activities at the Winter and Annual Conference Council meetings.

4.4. In the event the Chair is unable to perform, the Vice Chair shall assume all duties of the Chair until a successor is selected.

5. DIRECTOR RESPONSIBILITIES

5.1. The Directors assigned to TechC shall:

5.1.1. Serve on at least one of the TechC standing committees as ExO non-voting member.

5.1.2. Attend assigned standing committee meetings, sub-committee meetings, and ExCom meetings.

5.1.3. Assist the standing committee, as needed, for their success.

5.1.4. Submit the Committee Performance Review Form to BOD liaison.

6. STAFF and DIRECTOR of TECHNOLOGY LIAISON RESPONSIBILITIES

6.1. The Staff Liaisons and Director of Technology shall:

6.1.1. Assist Chair in preparation and distribution of agendas.

6.1.2. Arrange facilities for in-person meetings and virtual platform for virtual meeting.

6.1.3. Distribute material as instructed by the Chair.

6.1.4. Distribute materials as instructed by the Chair.

6.1.5. Distribute budget and financial reports to council members that are applicable to TechC.

6.1.6. Facilitate the preparation, approval, and distribution of TechC minutes.

6.1.7. Coordinate matters between other Councils and the assigned activities by the Executive Vice President.

7. STANDING SUBCOMMITTEES

7.1. **Operations & Planning Subcommittee ("OPS")** shall formulate long-range plans (including fiscal budgets) for TechC and shall recommend changes to the Society-level planning activities. This Subcommittee shall also act as a support base for all committees in TechC to assure the relevance, quality, and accountability of activities within TechC and its subcommittees through reviewing and tracking each Standing Committee's Management by Objectives ("MBO's"). This Subcommittee shall recommend TechC structure and operating procedures in the MOP.

7.2. **Document Review Subcommittee ("DRSC")** shall be responsible for the response to requests from TechC to review various Society documents as well as those from other organizations. This may include papers, publications, position documents, public policy issue briefs, or other documents of a technical nature.

7.3. **Special Projects** shall be responsible for the administrative and financial oversight of all ASHRAE Special Projects. This includes soliciting, negotiating, monitoring projects, and enforcing the Procedures for ASHRAE Special Projects in the Reference Manual.

8. FISCAL PLANNING

8.1. TechC shall create and maintain a budget and monitor its fiscal impact on Society.

8.2. Director of technology shall ensure coordination with Finance Committee and the Society Comptroller.

9. MOTIONS AND VOTING

9.1. Motions not involving Society policy or fiscal matters outside TechC's fiscal plan shall only be approved by a majority of the voting members in accordance with the voting requirements outlined in the ROB.

9.2. Motions involving Society policy or fiscal matters outside of TechC's fiscal plan shall only be approved by 2/3 of the voting members in accordance with the quorum requirements outlined in the ROB but must be submitted to the BOD for final approval.

9.3. Negative voters shall provide comments on reasons for their negative vote. If a reason is not provided for a negative vote, the vote is considered incomplete and therefore an abstention and the ballot is final.

9.4. Letter and/or email ballots

9.4.1. The Chair or subcommittee Chairs may authorize on any matter.

9.4.2. If the ballot passes with one or more negative votes with comments, the results shall be held in abeyance until the comments (if any), Chair's rebuttal (if any), and letter ballot results are transmitted to all eligible voters and they are given an opportunity, not to exceed two weeks, to change their votes or to vote. When the opportunity to vote has expired, the results shall be final. The final letter ballot results and all negative vote comments received shall be recorded in the meeting minutes.

10. MEETINGS

10.1. Meeting shall be called to order by the Chair in accordance with the schedule outlined in the ROB

10.1.1. During the winter and summer conferences, and

10.1.2. At least four (4) virtual meetings during the Society year.

- 10.2. The Chair shall exert all means available through the Society to publicity announce at least 45 days in advance, all virtual meetings.
- 10.3. Conduct of meetings shall be governed by the ASHRAE Simplified Rules of Order & Meeting Fundamentals.
- 10.4. Open forum (comments from visitors and guests) shall be included at the end of each meeting.
- 10.5. Standing Committees shall meet separately at least two times per year at the call of their Chairs.
- 10.6. TechC Subcommittees shall meet separately at the call of their Chairs as accepted by the Chair of TechC.